

POSITION DESCRIPTION

POSITION TITLE:	Tuckshop Convenor
SECTION:	Services Staff
REPORTS TO:	Principal
CLASSIFICATION:	Services Staff – Level 2
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023 - 2026
LOCATION:	St Joseph’s Catholic School, Mundingburra

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
COMMUNITY <small>(John 15)</small>	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE <small>(John 4:7-19)</small>	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE <small>(John 10:10)</small>	God wants us to live life to the full.	INCLUSION <small>(Luke 15:1-10)</small>	God invites all to live in God's love, including those that might be excluded by society.
RECONCILIATION <small>(Luke 15:11-32)</small>	Jesus' supreme act of love in dying on the cross reconciled humankind to God.	HOPE <small>(Luke 24:13-35)</small>	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE <small>(Matthew 25:31-46)</small>	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION <small>(Luke 4:18-21)</small>	God frees us from all evil if we trust in God and live our life in God.
COMPASSION <small>(Luke 10:30-37)</small>	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.		

ABOUT THE ROLE

St Joseph's Catholic School, Mundingburra is a co-educational Catholic school with 380 students from Prep to Year six. The school is renowned for achieving strong academic results and having an active involvement in community service, living up to the motto, "Love is Service."

The purpose of the Tuckshop Convenor is to manage the day-to-day operation of the school tuckshop including taking responsibility for the efficient operation of the business in accordance with school policies and procedures and Workplace Health and Safety (WHS) Practices.

KEY ACCOUNTABILITIES

Typical duties performed may include, but are not limited to:

- Effectively manage the day-to-day operations of the tuckshop including daily opening and closing procedures
- In conjunction with the Principal, develop the tuckshop menu with innovative, nutritional and cost effective items, having regard for feedback and suggestions provided
- Develop and deliver high level customer service standards across all aspects of tuckshop operations
- Actively collaborate and encourage feedback from students and the school community regarding food preferences
- Support special event days and other catered school functions as required.

Coordination

- Supervise and assist volunteers in the daily duties of the tuckshop operation, including cooking, food preparation, packaging, cleaning, serving, point of sale operation, etc
- Co-ordinate volunteer rosters
- Ensure volunteers are trained in the correct use of equipment and good hygiene practices

Financial

- Efficiently and with a commitment to procurement and delegation processes order stock from preferred suppliers
- In conjunction with the Finance Officer, purchase supplies at the best costs and adjust prices to maintain an appropriate (determined) level of profit
- Check all supplies against invoices and ensure all invoices are signed and forwarded to account payable
- Ensure QuickCliQ transactions are processed in accordance with guidelines and appropriate records of takings kept
- In conjunction with the Principal and Finance Officer review sales trends and other management reporting to ensure compliance with budget and identify potential improvements
- Perform stock-takes of all non-perishable food at the end of each term.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Experience with quality and nutritional value of Tuckshop menu
- Ability to provide customer satisfaction (students, staff, broader school community)
- Experience in risk minimisation – related to all WHS and other compliance requirements
- Ability to utilise sound financial outcomes, business systems and controls.

Knowledge

- Highly developed interpersonal and organisational skills
- High level of initiative and openness to new technology and processes
- WHS awareness and knowledge of "Smart Choices" Nutrition Program for schools or similar.

Skills

- Skills and experience in food preparation and advanced knowledge of food safety and hygiene practices
- An ability to communicate with a range of staff across primary and secondary school settings
- A demonstrated ability to develop and sustain productive working relationships.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same - the successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
- Must have or attain a Food Safety Supervisor's (FSS) qualification
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

It is a requirement of this role that you are fully vaccinated against COVID-19. Please note proof of vaccination (MyGov Medicare Vaccination Certificate or Medical Certificate) will be required as a pre-commencement document.

Desirable Criteria

- Previous experience in a food service business
- Certificate III in Hospitality or Commercial Cookery
- Current First Aid certificate.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

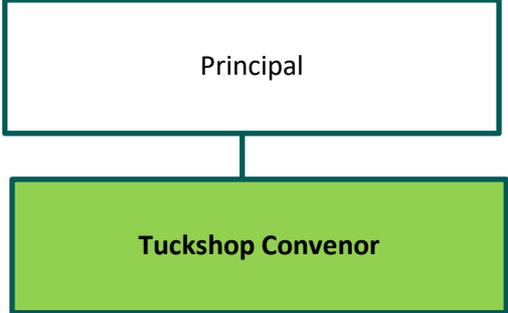
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents

	Operates in fidelity to Catholic social teaching and environmental responsibilities
REPORTING & OTHER RELATIONSHIPS	

The Tuckshop Convenor is accountable to the Principal.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____