

POSITION DESCRIPTION

POSITION TITLE:	Assistant Tuckshop Convenor
SECTION:	Services Staff
REPORTS TO:	Tuckshop Convenor
CLASSIFICATION:	Services Staff – Level 2
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	Good Shepherd Catholic College, Mount Isa

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 offering 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



ABOUT THE ROLE

Good Shepherd College, Mount Isa is a co-educational Year 7 to 12 College of 420 students. Good Shepherd Catholic College is a community who journey together in faith with “Christ Our Light”. Students, staff, and parents are partners focused on holistic education within a welcoming and caring environment. Fostering faith and spirituality is the College’s primary goal, with a belief in the uniqueness and dignity of each individual. The College endeavours to encourage each member of our community to be inner-directed, responsible, compassionate and just. Students, staff, and parents learn best in situations of loving relationships and mutual respect.

The purpose of the Assistant Tuckshop Convenor role is to assist the Tuckshop Convenor with the day-to-day operations of the School tuckshop, in order to contribute to the provision of a quality educational service by providing high quality and healthy food and the efficient running of the tuckshop.

The Assistant Tuckshop Convenor will be required to have the ability to be flexible in working hours when applicable and as mutually agreed to meet the requirements of the School.

KEY ACCOUNTABILITIES

- Under the direction of the Tuckshop Convenor collaboratively assist in the day-to-day operations of the tuckshop, including shopping for supplies
- Assist with preparation of hot and cold food, ensuring it is presented in a timely, professional and efficient manner and in accordance with established routines and procedures (including cooking and presentation of food)
- Operate the cash register and Flexischools card system in accordance with established routines and procedures, ensuring professionalism and courtesy to staff and students
- Assist with tuckshop clearance of cash/EFTPOS within established routines and procedures as required
- Comply with standards relating to food hygiene, personal hygiene, cleaning of premises and general preparation of food within routines and procedures developed by the Tuckshop Convenor
- Clean and maintain equipment within routines and procedures, including fridges and freezers
- Report any maintenance issues to Tuckshop Convenor as soon as practically possible
- Support special event days and other catered school functions as required
- Other related duties as reasonably required.

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

- Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
- Ability to work independently and also with others to contribute to effective team outcomes.

Skills

- Competent in the use/maintenance of equipment typically found in the tuckshop, including deep fryers, combi oven, tills, etc
- Sound knowledge of food preparation and cooking styles
- Knowledge of current health practices as they pertain to food preparation areas
- Knowledge of Workplace Health and Safety protocols in a catering environment.

Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and visitors
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for students.

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.
- The completion of a Food Handlers' Certificate is required and a refresher is to be undertaken annually
- 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.

Desirable Criteria

- Previous experience in a food service business/catering industry
- 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

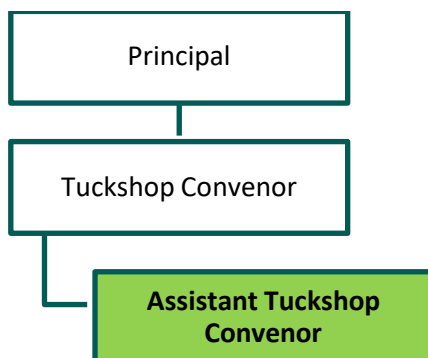
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

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 Assistant Tuckshop Convenor is accountable in the first instance to the Tuckshop Convenor and then to the Principal. The Assistant Tuckshop Convenor consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

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

Employee Name: _____

Signature: _____ **Date:** _____