



JUNCTION PARK State Primary School Parent's & Citizen's Association

Position Description

Role Title:	Convenor - Tuckshop Retail Operations Stream
Employment Status:	(Part Time / Casual)
Reports To:	The Retail Manager shall be accountable to the P&C Executive of the Junction Park State School P&C Association .

1. Primary Function

To be in charge of the Tuckshop and be responsible for the effective and efficient operation of the tuckshop placed under their control in accordance with the policies and directions of the P&C Association.

To actively promote the objectives and goals of the Parents & Citizens Association within the school community.

2. Role Duties

- To manage the Tuckshop under their control in accordance with the policies and standards as determined by the P&C Association as approved.
- To actively plan for and maintain high standards of management and maintenance of the equipment & Tuckshop at all times.
- To facilitate and co-ordinate a tuckshop sub-committee to assist with delegation of tasks in order to meet values, goals and quality standards of the tuckshop.
- To facilitate and co-ordinate food stalls as a member of the JPSS fete sub-committee
- Order goods from suppliers approved by the P&C Association in accordance with stock levels set by the P&C Association.
- Check deliveries for quality, return any stock not up to standard and obtain credit notes for the same. Match quantities with delivery dockets. Conduct delivery checks, including temperature checks and recording in the temperature log.
- Hand over delivery dockets and credit notes to your designated Line Manager on a weekly basis.



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- Enter deliveries into the stock control system.
- Ensure all stock is stored within the Food Safety requirements. Stock take each month and provide a copy to the Line Manager.
- To manage the staffing including volunteers and visitors of the tuckshop.
- Ensure close and open communication and supervision of all staff and volunteers in the Tuckshop as well as encouraging those volunteering.
- Ensure the Tuckshop is in an orderly and safe condition at all times.
- Be responsible for workplace health and safety within the Tuckshop, immediately record incidents on the P&C incident form, advise the P&C Association of any potential or actual hazards and record and notify the P&C Association of any injuries or dangerous occurrences.
- To ensure the hygiene, health and safety requirements of the Tuckshop are maintained at all times.
- Protect foodstuffs from vermin.
- To be aware of the *Accounting for Parents and Citizens' Associations Manual*, which outlines the requirements for the operation of P&C Association business.
- Put out a float for each days trading and make sure money is kept securely
- Ensure control of cash takings are secure and remove excess money regularly for safe-keeping.
- Together with a second person, clear the cash trays, count the money and record takings and expenditure each tuckshop day.
- Record the daily takings including cash and online canteen.
- Prepare the bank deposit slip and deposit the takings daily in the P&C Association bank account or with a receiver designated by the P&C Association.
- Store the float for the next day in a secure place as per your insurance or as directed.
- Submit monthly written reports to the P&C Association on the operation of the Tuckshop, using the supplied report template.



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- To participate in the preparation of the annual budget, and provide advice and guidance to the P&C Association as may be required.
- Ensure compliance with all Government Regulations, legislation and standards and requirements at all times and assist the P&C Association in completing any necessary forms or returns.
- Retain the Tuckshop keys in a safe place. Others may be held by the President of the P&C Association or their nominee and the Principal. Tuckshop keys to be signed out and kept safe at all times.
- Each morning the Tuckshop is to be unlocked and checked that all is in order.
- At the end of the day ensure all appliances are switched off (except refrigerators and freezers) and windows are locked up. Follow P&C Association policy.
- Restrict entry to the tuckshop to only those who should be there.
- To be aware of community needs and changes as they occur and how these can or do influence the Tuckshop and to report these matters to the P&C Association.
- To be prepared for and prepare staff and volunteers for unusual events which may occur in respect of child safety e.g. suspected child abuse.
- To identify opportunities for ongoing staff development and training.
- Report in writing to the P&C Association and/or Tuckshop Committee meetings, matters affecting the running of the tuckshop including advice concerning the menu, new products available, price changes, equipment maintenance and replacement needs.
- Build good relationships with voluntary workers and encourage a team spirit. Promote tuckshop volunteering as an opportunity for wider family/community engagement with the school.
- Ensure that all volunteer workers:
 - a) Are aware of and comply with the set procedures for signing on and off in the Attendance Sheet.
 - b) Are aware of and comply with established Workplace Health and Safety procedures.



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- c) Are trained in correct stock and money handling and recording procedures as documented in **Junction Park State School P&C Association's** Policies and Procedures.
 - d) Always act in the best interests of the **Junction Park State School P&C Association** and the school at all times.
 - e) Are appropriately attended to in case of injury or illness while on duty and that any such injuries or illnesses are reported to the P&C Association and Administration in accordance with established Administration and P&C Policies and Procedures.
- Co-operate with the school when changes in the program affect the tuckshop routine.
 - Seek the opinions of students and the school community regarding menu.
 - Ensure menu is Smart Choices compliant. Undertake review of the menu in accordance with smart choices and engage with tuckshop sub-committee for continuous development, improvement and innovations in menu design and delivery.
 - Make recommendations to the P&C Association on requirements under Smart Choices.
 - Accept training opportunities in the areas of nutrition, hygiene, management of voluntary workers and general tuckshop management and build contacts with Convenors in other nearby schools.

3. Other Responsibilities

- If requested by P&C Association be a member of the interviewing panel with members of the P&C Association.
- To recommend to the P&C Association staffing levels.
- To authorise recommended expenditure in accordance with the Budget for the Tuckshop subject to the necessary approval of the Committee for larger items of equipment, etc.
- To manage staff in cases where there is non-compliance with accepted work patterns, behaviour and standards in accordance with accepted processes. Serious performance and/or behaviour must be reported to P&C Executive or their nominee.



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- Be aware of changes to the Tuckshop environment including but not limited to Government policy, school Behaviour Management policy, personal behaviour, interaction with others in the school community and the Principal's requirements for the operation of P&C business's.
- Be familiar with the emergency equipment.
- Treat all customers, colleagues, community members and other stakeholders with respect and dignity at all times.
- Follow all reasonable and lawful directions of your managers/supervisors and the P&C executive.
- Uphold a high ethical and professional standard and represent the P&C Association positively at all times.
- Follow the directions of the appointed Emergency officers (e.g. Fire Wardens) and/or the Principal and his/her appointed representatives in the event of an Emergency or an Emergency Drill.

4. Essential

- Child Risk Management Training.
- Comply with P&C Operating Guidelines.
- Manage staff/volunteer behaviour including gossiping and other inappropriate behaviour at all times.
- Dress – All footwear is to enclose the whole foot to protect from injury from hot food/liquid and sharp instruments. Ensure staff comply with this.
- Comply with the Code of Conduct.



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Acknowledgement

I, acknowledge that I have read and understood the duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

Employee

Name:

Signed:

Date: / /

President

Name:Denise Foley.....

Signed:

Date: / /