

SARINA STATE HIGH SCHOOL

Parents and Citizen Association

P o Box 218

Sarina Q. 4737

Phone 07 49438111

Fax 07 49438100

***Application Package for Tuckshop Convenor
35 hours per week***

Surname

Given Names.....

Address.....

Telephone Number.....

Applicant's Signature..... Date.....

Applications should be lodged at the Sarina State High School office by 4pm Friday 16 October 2009.

The successful applicant will be required to make application for and be able to obtain a suitability card from the Commission for Children and Young People.

SELECTION CRITERIA

Write one paragraph detailing skills and abilities that you have that relate to the following criteria:

- SC1 Previous experience with food preparation; an understanding of nutrition; and an interest in promoting the sale of nutritious foods.
- SC 2 An appreciation of the need to comply with workplace health and safety requirements and food and hygiene regulations.
- SC 3 Possession of effective communication skills and the ability to work with volunteers and all members of the school community.
- SC 4 The ability to demonstrate effective leadership and organisational skills as a member of the tuckshop team.

Please attach:

- Your resume
- A brief outline of your previous experience and employment history
- A brief outline of your knowledge and skills in basic accounting – relating to daily takings and stock control management
- References
- Names and contact details of two referees, and
- Any other relevant documentation

TUCKSHOP CONVENOR'S DUTY STATEMENT

The Tuckshop Convenor is employed by and is ultimately responsible to the Parents & Citizen Association through the Tuckshop Sub Committee.

The overall aim of the Parents and Citizens Association in relation to the running of the Tuckshop is to provide:

- A balanced range of nutritional food at a reasonable cost
- A reliable source of such food
- Provide a flexible service, generally supporting the whole school (staff and students) as required, to also cater for Special Days/Events e.g. Sports Carnivals/Functions meeting needs as they arise
- Funds for the ongoing operation of the Tuckshop and transferring any surplus funds to the P & C for the benefit of all students at the school.

The Convenor's role has five main management functions.

1. Ensure tuckshop is operating within the guidelines and processes set by the Sub Committee
2. The management and service of stock and related finances
3. The management of personnel assisting with the tuckshop service
4. Maintaining Tuckshop Facilities in a safe and secure manner
5. Implementing Sub Committee decisions

1. Daily Operation of the Tuckshop

The Convenor will be responsible for the general day-to-day operation of the tuckshop within the guidelines and processes set out by the Sub Committee

2. Management and Service of Stock

The Convenor will maintain responsibility for:

- Ordering stock
- Stocktaking at the end of each term
- Checking deliveries at the time of delivery
- The collection, security and daily banking of tuckshop takings
- Ensuring daily takings are checked by at least one other worker. Ensuring the daily takings book is signed by both the Convenor and the other person
- Control of all subsidiary bookkeeping documents (receipt book, bank deposit book, volunteer timesheets)
- Maintenance of equipment
- Monthly reports to the P & C Association (at this time concerns regarding the Tuckshop operations should be detailed)
- Maintaining a hygienic tuckshop with an efficient, forward-looking service, which is responsive to the needs of the school community.

3. Management of Personnel

Volunteers contribute their time and skills because they wish to support the school and their students. It is essential that the tuckshop volunteers feel part of a team. Their efforts are valued and appreciated and it is important that they are aware of this. As leader of the Tuckshop team, the Convenor is responsible for training and supervising this service.

The Convenor will:

- Assist the Tuckshop Sub Committee to recruit and maintain a body of volunteer helpers
- Plan and organise a roster of tuckshop helpers and organise daily replacements as required
- Train and guide volunteer helpers in tuckshop procedures, workplace health and safety requirements (hygiene, footwear, manual handling, electrical safety etc) to ensure that the Tuckshop adheres to all relevant legislation and guidelines, or as directed by the Sub Committee
- In the case of the Convenor's own absence ensure the appointed replacement is notified as early as possible

4. Maintaining Tuckshop Security

The convenor will be responsible for the security of the tuckshop and will:

- Retain Tuckshop keys in a safe manner
- Switch of fans/air conditioner etc (except refrigerators and freezers) at the end of each day
- Locking/Securing tuckshop at the end of each day including windows/roller doors and relevant deadlocks
- Be aware of Emergency Evacuation procedures as implemented by the school, ensuring premises are secured when an evacuation commences. Tuckshop convenor is to ensure the Volunteers/Assistants are evacuated to the designated assembly point and accounted for
- Reporting break and enters/vandalism of Tuckshop to school management in a timely manner

5. Implementing Subcommittee Decisions

The Convenor will ensure that day to day implementation of Subcommittee decisions is carried out within agreed timeframes. The Convenor, along with all committee members, has every opportunity to contribute to discussion prior to decisions being made.

Tuckshop Convenor Agreement

The position is covered by the Parents and Citizens Associations' Retail Award – State 2004

The award rate for the position is \$16.7658 per hour, current from 1st September 2009.

Superannuation is 9% from July 1, 2002

Long Service Leave is as per award

The successful Tuckshop Convenor will be party to a contract with the P & C Association, which will be reviewed annually.