

RETURN APPLICATIONS TO: [admin@capellashs.eq.edu.au](mailto:admin@capellashs.eq.edu.au)

FURTHER ENQUIRIES: Kerry Hardie, Business Manager, (07) 4988 7333

CLOSING DATE: Friday 02/02/2024



# CASUAL TUCKSHOP CONVENOR

15hrs/wk – Wednesday, Thursday, Friday

8.30am to 2.00pm with a half-hour lunch break

## THE TUCKSHOP CONVENOR'S ROLE

- ▶ Contribute to the effective and efficient operation of the school tuckshop by providing a high level of food preparation, cleaning, cash management and promotion of community participation in the operations of the school's tuckshop, as directed by the Business Manager or the Principal.
- ▶ Perform a range of activities to ensure that the tuckshop services, facilities, and equipment are maintained in a high standard of neatness, tidiness, safety, and hygiene.
- ▶ Coordinate the establishment and maintenance of a network of community volunteers to assist with the provision of a quality school tuckshop service.

## SELECTION CRITERIA

Your application for this position should specifically address each of the selection criteria listed below, and include your resume and the names and contact details of two current referees. Shortlisting and selection will be based upon responses to these selection criteria.

SC1 Ability to work with limited supervision.

SC2 Ability to work with and lead a team to ensure efficient and prompt preparation of tasty nutritious food.

SC3 Ability to apply Workplace Health and Safety standards as they relate to food preparation and cleaning, especially in the use and application of equipment, chemicals and maintaining required standards for all work areas.

SC4 Awareness for the need for security and an understanding of business practices in relation to handling cash flow and stock management.

## ADDITIONAL FACTORS

- ▶ The tuckshop is a commercial venture and must remain viable for the convenor to retain employment.
- ▶ The convenor cannot sign contracts on behalf of the employer. It is the role of the school's Business Manager and/or Principal to sign these contracts.
- ▶ The successful applicant must hold a valid Blue Card and will undergo a Criminal History Check.
- ▶ A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.