

## Role Description

# Tuckshop/School Food Program Coordinator

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No. **26106** Content Manager No. **16/408736**

Work Unit

**Nominated School**

**Nominated Region**

**School and Regional Operations and Performance Division**

Location

**Various locations throughout the State**

Classification

**OO3 General Employees (Qld Government Departments) and Other Employees Award – State 2015  
38 hour week**

Job Type

**Permanent / Temporary / Full-time / Part-time  
Temporary period until XXXX unless otherwise determined**

**per annum**

Salary Range

Salary is reflective of full-time employment (1.0FTE)

*Plus superannuation contributions of up to 12.75% of your annual salary.*



### Your employer

Our vision: Creating Queensland's future—early childhood, education and the arts. Our purpose: Delivering a quality early childhood sector, a high performing education system and supporting a vibrant arts and cultural sector for Queensland. Our commitment: We promote equity and excellence and Queensland's cultural identity in our commitment to respect, protect and promote human rights. We are committed to working together with Aboriginal peoples and Torres Strait Islander peoples to close the gap. Our objectives: Every child starting strong; Every student achieving and realising their full potential; Vibrant arts and culture across the state; Capable, confident people, responsive systems, better outcomes. For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Tuckshop/School Food Program Coordinator you will:

- Provide a balanced range of nutritional food at a reasonable cost to students and staff within the school, while maintaining a high standard of hygiene in the preparation, presentation and serving of food.
- Coordinate the daily administration of the school tuckshop, supervise tuckshop staff and provide quality customer service to students, clients and staff through professional, timely and cost effective tuckshop services.

The Tuckshop/School Food Program Coordinator is employed by the Parents and Citizens Association and will report to the President of the Parents and Citizens Association.

### Your role

Responsibilities include:

- Coordinate the daily operation of the school tuckshop and oversee the preparation of food and counter services.
- Identify stock requirements and place orders with appropriate vendors on a regular basis, ensuring maximum earning potential.
- Participate in regular stocktake, recording and reporting processes.

- Maintain accurate and appropriate records for the tuckshop and associated catering operations including filing of ordering, receipt and associated documentation.
- Coordinate the establishment and maintenance of a network of community volunteers to assist with the provision of a quality school tuckshop service.
- Deliver a quality service to students and customers through approved marketing arrangements.
- Ensure food storage and handling is appropriate, hygienic and in accordance with the standards outlined by health controlling authorities within relevant legislation and regulations.
- Provide effective supervision and appropriate training and assistance to tuckshop employees and volunteers in the performance of their roles, including preparation and notification of rosters.
- Observe Workplace Health and Safety Practices to ensure that the tuckshop and equipment is operated and maintained in a safe and hygienic manner, and display emergency procedures in a prominent location.
- Oversee cash handling and related security processes, operate a cash register, collect monies and balance funds at the end of the day

#### Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

### Leadership Competencies

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all our roles within the department.

#### Vision

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### Results

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### Accountability

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### Additional information

- This role description works in conjunction with the Applicant Information Package.
- It is a mandatory condition of this role that you:
  - Possess a current Working with Children Check clearance (blue card) issued by Blue Card Services. (In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services).
  - A food safety competency/certificate.