

## Role Description

## Tuckshop Convenor

### 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.	21501	Content Manager No.	16/408736
Work Unit	<b>Nominated School</b> <b>Nominated Region</b> <b>Early Childhood and State Schools Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>OO3 General Employees (Qld Government Departments) and Other Employees Award – State 2015</b> <b>38 hour week</b>		

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

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 Convenor 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 Convenor is employed by the Parents and Citizens Association and will report to the President of the Parents and Citizens Association.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

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.

#### **A mandatory requirement of this role is:**

- 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.

### **Competencies – How you may be assessed**

[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 of 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 Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.