TUCKSHOP CONVENOR
To be in charge of the day to day operation of Glenden State School tuckshop and be responsible for the effective and efficient operation of the tuckshop in accordance with the policies and directions as determined by the P&C Association and work safe practices.

SELECTION CRITERIA
Please provide a brief (no more than 500 words) response to the following selection criteria. The panel will review all responses and determine the suitability of applicants for interview. The interview for this position will address each of the selection criteria listed below and the work profile attached. Selection will be based upon responses to these selection criteria and the attached work profile.

SC1 Possess organisational and financial skills necessary to operate a school tuckshop (as a small business).

SC2 Knowledge or ability to learn quickly about:
· Stock control and ordering,
· Menu planning, food preparation and food hygiene standards, and
· Nutrition as it applies to school lunches.

SC3 Communication and interpersonal skills necessary to relate to a wide range of people including staff, volunteers, students and other members of the school community.

SC4 Ability to supervise and train volunteers as part of the overall tuckshop team.

SC5 A commitment to confidentiality and the School Tuckshop Mission Statement.

WORK ENVIRONMENT:
The tuckshop will operate three days per week currently every Monday/Wednesday/Friday from 8:30am to 1:30 pm.

REPORTING RELATIONSHIPS:
The position of tuckshop convenor is responsible to the P&C.

ADDITIONAL INFORMATION:
· The tuckshop convenor includes a one month probationary period.
· The tuckshop convenor must have a current blue card.
· The tuckshop convenor is required to record their commencing and ceasing time each day in the time register kept in the office.
· The successful applicant will be required to adhere to procedures set out in the School Tuckshop Handbook and the P&C Accounting Manual.
· The tuckshop convenor will be responsible for ensuring the tuckshop is operating under the Smart Choices – Healthy Food and Drink for Queensland Schools.
The Convenor shall:

1. Be responsible for the week to week operation of the Tuckshop

2. Be responsible for rostering of voluntary workers. This should be prepared with assistance from a P &C Executive member and should be on display:
   - in the Tuckshop,
   - in writing to the volunteers, and
   - in the Newsletter.

3. Be responsible for instructing voluntary workers in their duties or delegate this responsibility to other experienced persons.

4. Ensure that Volunteers are taught the correct use of equipment and good hygiene practices.

5. Be responsible for advising volunteer workers on the correct signing on and off procedures in the Volunteers Sign On Book.

6. Be responsible for purchasing supplies at the best possible cost and adjusting selling prices to maintain a reasonable (determined) level of profit.

7. The Convenor to calculate the cost price of each item on the menu. This information to be provided to the P & C Association who will establish an agreed profit margin for menu items.

8. Written report to the monthly P&C Association meetings (as per attached Tuckshop Report pro forma) on the progress of the Tuckshop as follows:
   - Equipment maintenance and replacement needs. New equipment purchases to be approved by the P & C Association.
   - Regarding available new products and on any intended change to menu and price. Such changes to be approved by the P & C Association.
   - Any other information relevant to the efficient functioning of the Tuckshop.
   - Attendance at the P & C meeting is not expected.

9. Be responsible for ordering, and checking all supplies against invoices. All invoices to be signed, dated and given to the P & C Treasurer for payment.

10. Keep all bookwork up to date and available to the P & C Executive at all times.

11. Be responsible for counting the daily takings. Daily takings must be prepared in the presence of an “other” person (being a volunteer or a staff member) and the daily takings book signed by both (as outlined in the P&C Accounting Manual).

12. Be responsible for banking.

14. At the end of each school term undertake a stocktake of all items within the Tuckshop and make this available to the Association Treasurer.

17. Consult with Salespersons and Company Representatives.

18. Use up all stocks at the end of the year.