

## Tuckshop Convenor Position – Temporary Contract

The Willows State School P&C seek Expressions of Interest for the position of a Tuckshop Convenor (Temporary Contract) for our busy Tuckshop. The initial term would be for a period of three months with a possibility of extension.

The successful applicant would be required to hold or obtain a Working with Children Blue Card and a Food Safety Supervisor Qualification. The preferred applicant should have:

- Previous experience in a supervisory role of a Tuckshop or Catering outlet
- Knowledge of and ability to apply key policies including
  - Food Safety Standards
  - Smart Choices Policy
  - 'Looking after our kids' training resource
  - Workplace Health and Safety
  - Student Protection Policy
- Knowledge of and ability to manage the daily financial and stock control operation of the Tuckshop in order to ensure profitability.
- Experience with providing catering services for small to medium functions.
- The capacity and capability to operate with limited supervision with personal drive and integrity.
- The ability to develop positive communication, relationships and partnerships with key stakeholders, eg P&C Executive, Tuckshop Assistants, School Staff, Parents and Students, Suppliers and Volunteers.

This position would be paid under the P&C Associations Award- State 2016 for 65.25 hours per fortnight on a roster basis, operating in term time only. It includes providing food through boxes and over the counter on a daily basis as well as periodic catering functions within the school grounds. This position is required to present a report at the monthly Tuckshop Subcommittee meeting and work within the policies and directives of the P&C Committee.

The expected start date of this position is yet to be finalised, but is likely to be towards the end of term two, or in early term three (June/July 2017).

Interested persons should email their CV with a covering letter outlining their suitability for the role to [willowspandc@gmail.com](mailto:willowspandc@gmail.com). Applications will close once a suitable applicant is appointed.