

Position Description – Tuckshop Convenor, Buranda State School

(as at 27 July 2022)

Employer: Buranda State School Parents and Citizens' Association (P&C), a legal entity formed under the *Education (General Provisions) Act 2006*.¹

Location of employment: Buranda State School, Cowley Street, Woolloongabba, Queensland, Australia.²

Reports to: P&C President (Chris McGrath for 2022)

Terms and conditions of employment: The Tuckshop Convenor is employed as a Retail Manger (Level 1) under the terms and conditions of the Queensland Industrial Relations Commission *Parents and Citizens Associations Award – State 2016 (the Award)*, available at <https://www.qirc.qld.gov.au/awards/modern-awards>, as in operation at the time of employment.

Note:

- The Award is updated by the Commission in September each year and the most recent reprint is dated 1 September 2021.
- The Award includes provision for dispute resolution, termination of employment, and anti-discrimination (including sexual harassment and workplace bullying).
- The P&C recognises the right of individuals to join a union and encourages that membership.

Salary: \$29.05/hr³

Hours: 10 hours per week (including tuckshop offered once per week on Friday) during Queensland school terms for weeks in which tuckshop is offered⁴

Probationary Period: Three (3) months

Role of the Position: To be in charge of the day-to-day operation of the Buranda State School tuckshop, including meal planning and cooking, and be responsible for the effective and efficient operation of the tuckshop in accordance with the policies and directions as determined by the Buranda State School. The P&C aims to offer healthy, yummy food for the approximately 270 students at the school each Friday during school term.

Role of the Buranda State School Tuckshop: Buranda State School operates the tuckshop to provide a nutritious, hygienic and economically viable food service to the school community and to support healthy lifestyle messages students learn in the classroom.

Working Relationships: The position is accountable to P&C President (Chris McGrath for 2022) and subject to direction by the School Principal. The jobholder is employed by the

¹ See <https://burandass.eq.edu.au/>

² See <https://burandass.eq.edu.au/>. In 2022, Buranda State School has approximately 270 primary school students between the ages of 5-12.

³ The salary hourly rate is based on the Award casual award rate for a Retail Manager – Level 1 (school with less than 600 students) as at 1 September 2021. It will be increased in accordance with any changes in the Award.

⁴ This is a casual position for weeks during which the tuckshop operates. The position is not paid during Queensland school holidays or in weeks when tuckshop does not operate, for instance because of a public holiday or school sports day.

P&C Association and will work in partnership with the Buranda State School Tuckshop working group.

Duties and Responsibilities:

- the day-to-day operation of the school tuckshop (including cooking) within the guidelines and processes set by the school and P&C Association each Friday during school term (excluding public holidays or days on which tuckshop is not offered such as sports days).
- ordering stock from suppliers approved by the school administration in accordance with any stock management procedures as set;
- ordering, receiving and checking all supplies against invoices and delivery dockets, signing same before handing over to the P&C Treasurer for payment;
- ensure stock is stored in accordance with correct food handling and hygiene procedures;
- pick up stock as required from local shops;
- maintain high standards of hygiene in handling, preparing and serving food and in accordance with any applicable mandatory food safety legislation;
- ensure workplace, health and safety standards are enforced;
- ensure that the cleaning incidental to the main function of the canteen is carried out routinely;
- implement the *Smart Choices Food and Drink Strategy for Queensland Schools*⁵ and ensure the tuckshop menu continues to meet the guidelines as set out in the strategy;
- ensure all daily takings are prepared for banking and are delivered to the school administration for banking at the end of each contact day;
- supervise and manage any staff members under this position's delegation;
- provide training, supervision and support to all tuckshop volunteers (generally parents and carers of students at the school);
- assist with the coordination of the volunteer roster and support the recruitment and management of volunteers;
- ensure a pleasant working environment for all staff and volunteers;
- observe the security of the tuckshop;
- restrict tuckshop entry to authorised persons only;
- prepare a written report for the P&C President to present at regular monthly P&C meetings;
- attend tuckshop working group meetings;
- perform a stock take each term.

Blue Card: You are required to obtain and hold for the duration of your employment a Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Qld).⁶ The P&C will pay any expenses associated with meeting this requirement.

Food Safety Supervisor Certificate: Obtaining or holding the two units of competency required to be a Food Safety Supervisor is a requirement of this position (any costs and time for training will be paid for by the P&C). The units are:

- SITXFSA001 Use hygienic practices for food safety (previously SITXOHS002A and
- SITXFSA002 Participate in safe food handling practices (previously SITXFSA001A).

Contact Person: P&C President (Chris McGrath for 2022)

Contact Number: 0438 299 097 (for 2022)

Contact email: president@burandasspandc.org.au

⁵ Available at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices>

⁶ Information on obtaining a Blue Card is available at <https://ablis.business.gov.au/service/qld/blue-card-system-for-child-related-employment-and-businesses-also-known-as-the-working-with-children-check/4234>