



Heatley Secondary College P&C Association

POSITION DESCRIPTION

Job Title:	Tuckshop Assistant	Classification:	Retail Assistant
Stream:	Retail Operations Stream	Reports to:	Tuckshop Manager

Position Summary

Role of this position:

The successful applicant will be working as part of a team under the direction of our Tuckshop Manager. Our Tuckshop is responsible for providing a balanced range of nutritional food to students and staff within the school, while maintaining a high standard of hygiene in the preparation, presentation and serving of food. Hours would be 9am to 2pm Monday to Friday during term time.

Duties and Responsibilities:

- Prepare lunches and snacks for students and staff
- Maintain a high level of hygiene
- Have a sound knowledge of nutrition needs and food safety
- Check and record deliveries
- Count, rotate and store stock
- Operate a register, eftpos machine and handle money
- Basic cleaning duties
- Great communication skills with students, staff
- Highly organised and essential time management skills
- Excellent interpersonal, communication and organisational skills,
- Ability to prioritise tasks, use knowledge and initiative to problem solve,
- Commitment to service and performance excellence.

Qualifications & Experience:

- Must hold a current paid blue card
- A Food handlers' certificate would be desirable
- Experience in a school tuckshop or similar canteen or food industry would be beneficial

Applicants will need to provide a 2-page resume, names and contact numbers for 2 referees and a statement (no more than 1 page) outlining skills and experience which may be considered suitable for the role.

Applications close 15 March 2024. Please send completed applications to:
principal@heatleyeq.edu.au