



Heatley Secondary College P&C Association

POSITION DESCRIPTION

Job Title:	Tuckshop Manager	Classification:	Retail Manager Level 2 or 3
Stream:	Retail Operations Stream	Reports to:	P & C Executive

Position Summary

Role of this position:

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.

Duties and Responsibilities:

As the Tuckshop Manager you will have responsibility for the following:

- 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 reasonable earning potential. Overall cost management with a focus on food and labour costs.
- 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.
- Deliver a quality service to students and customers.
- 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

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