



Assistant Tuckshop Convenor

Job No: TCE888 Location: Good Shepherd Catholic College, Mount Isa

Position: Assistant Tuckshop Convenor

Commencing Date: As soon as possible

Classification: Term Time, Permanent

Hours: 15 hours a week across 3 days

Salary Range: \$28.25 per hour

Closing Date: Thursday, 30 September 2021 unless filled prior

Good Shepherd Catholic College, Mount Isa is a vibrant and faith-filled learning community, with a focus on academic excellence and pastoral care. The Vision of our College is "To journey together in faith with 'Christ our Light', educating and empowering young people". Through our Religious Education and Pastoral Care programs, we aim to foster the faith and spirituality of our students, celebrating the Gospel values of truth, justice, hope and love.

Townsville Catholic Education provides a supportive, flexible working environment where care for the individual is an important part of our ethos. We employ motivated people who want to work together to produce excellent outcomes for our students. Our staff are recognised as being central to achieving our mission.

About the role

Good Shepherd Catholic College, Mount Isa is seeking an **Assistant Tuckshop Convenor**. This role is a **Term Time** position in a **Permanent** capacity commencing as soon as possible. This position will complete 15 hours a week over 3 days.

The purpose of the Assistant Tuckshop Convenor role is to assist the Tuckshop Convenor with the day-to-day operations of the school tuckshop by providing high quality and healthy food and the efficient running of the tuckshop. The Assistant Tuckshop Convenor will be required to have the ability to be flexible in working hours when applicable and as mutually agreed to meet the requirements of the school.

Key Accountabilities

- Under the direction of the Tuckshop Convenor collaboratively assist in the day-to-day operations of the tuckshop, including shopping for supplies
- Assist with preparation of hot and cold food, ensuring it is presented in a timely, professional and efficient manner and in accordance with established routines and procedures (including cooking and presentation of food)
- Operate the cash register and Flexischools card system in accordance with established routines and procedures, ensuring professionalism and courtesy to staff and students
- Assist with tuckshop clearance of cash/EFTPOS within established routines and procedures as required
- Comply with standards relating to food hygiene, personal hygiene, cleaning of premises and general preparation of food within routines and procedures developed by the Tuckshop Convenor
- Clean and maintain equipment within routines and procedures, including fridges and freezers
- Report any maintenance issues to Tuckshop Convenor as soon as practically possible
- Support special event days and other catered school functions as required
- Other related duties as reasonably required

About You

Experience

- Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
- Ability to work independently and also with others to contribute to effective team outcomes

Skills

- Competent in the use/maintenance of equipment typically found in the tuckshop, including deep fryers, combi oven, tills, etc
- Sound knowledge of food preparation and cooking styles
- Knowledge of current health practices as they pertain to food preparation areas
- Knowledge of Workplace Health and Safety protocols in a catering environment

Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and visitors
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for students

Mandatory Criteria

- Current *Working with Children Suitability Card* or eligibility to obtain same - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by the Queensland Government.
- The completion of a Food Handlers' Certificate is required and a refresher is to be undertaken annually
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner

Desirable Criteria

- Previous experience in a food service business/catering industry
- Certificate III in Hospitality or Commercial Cookery
- Current First Aid Certificate

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

What we offer

- Competitive Salary range: \$28.25 per hour
- Annual Leave with 17.5% leave loading
- Salary packaging options
- Modern facilities, equipment and resources
- Superannuation up to 12.75% employer contribution (in a co-contribution arrangement)
- Access to long service leave after 7 years of continuous service
- 14 Weeks' paid parental leave
- Deferred Salary Scheme
- Corporate health insurance
- Induction, professional development and learning opportunities
- Wellbeing programs and initiatives

How to apply

- Complete the **application form**
- Upload a **cover letter** addressing the skills, attributes and experience to support the key accountabilities of the role identified in the position description
- Upload a **current resume** including contact details (phone and email of **two professional referees**)

Please see the [Position Description](#) for more information.

Applications during the shortlisting phase will be kept confidential.

Applications close 5pm Thursday, 30 September 2021 unless filled prior.