

Position description

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| Position Title: | Uniform/ Tuckshop Convenor – Graceville State School (GSS) |
| Reports to: | Parents' & Citizens' Association (P&C). The Convenor shall report to the President (or his/ her nominee.) |
| Main Objective: | The Uniform/ Tuckshop Convenor is to be in charge of the day to day operation of the GSS uniform shop/ tuckshop and be responsible for its effective and efficient operation in accordance with the policies and directions of the P&C. |
| Duties & Responsibilities: | <p><i>Please note that the specific duties and responsibilities noted below may be subject to change to uphold the main objective noted above.</i></p> <ul style="list-style-type: none"> • Serving in the uniform shop/ tuckshop • Ordering stock from suppliers approved by the P&C in accordance with stock levels recommended by the P&C • Ordering, receiving, checking and recording all supplies against invoices and delivery documents and before handling over same to the P&C Treasurer • Counting the daily takings. Daily takings must be prepared in the presence of another person (being either a volunteer or a staff member) and the daily takings book signed by both and presented to the P&C Treasurer (or a receiver designated by the P&C) for signing • Ensuring the daily takings are prepared for banking • Ensuring that all stock is prepared and stored in accordance with correct food handling and hygiene procedures • The observation of Workplace Health & Safety practices within the uniform shop/ tuckshop and to immediately advise P&C of any hazard • The supervision and training of all volunteers • Observing security of the uniform shop/ tuckshop • Ensuring the uniform shop/ tuckshop is maintained and cleaned to a high standard and kept in an orderly and safe condition at all times • Assist with online ordering system |



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| Selection Criteria: | <ul style="list-style-type: none"> • Possess organisational, computer and financial skills necessary to operate a school uniform shop/ tuckshop effectively • Knowledge or ability to learn quickly about: <ul style="list-style-type: none"> - Stock control and ordering; and - Food preparation and food hygiene standards • Communication and interpersonal skills necessary to relate to a wide range of people including volunteers, students and other members of the school community |
| Work hours/ days: | The position is for three days, 7:30am – 12noon, whereby one of the days is a Friday, and the other two days (weekdays) are to be negotiated |
| Remuneration: | In accordance with the <i>Parents' & Citizens' and Other Associations Retail Award – State 2012</i> |
| Location: | Graceville State School 23 Acacia Avenue Graceville Q 4075 |

