

Aspley State School Parents' & Citizens' Association
Tuckshop Assistant
CASUAL POSITION
Up to 6 hours per week

About the business

Aspley State School P&C Association – Retail Operations | Tuckshop

About the role

The Tuckshop Assistant role is part of a team which undertakes work associated with the provision of Tuckshop needs at Aspley State School. With the direct support from the Tuckshop Manager, and the P&C Executive, the role encompasses the execution of the following core tasks and responsibilities as stated in the P&C Award.

Tuckshop Duties/Skills include:

- Assist the manager to liaise with parents, students, volunteers, and other community stakeholders.
- Assist the manager to ensure compliance with government policies and procedures under the guidance of the Tuckshop Manager.
- Assist the manager to ensure operation is compliant with mandatory food safety requirements, where applicable.
- Prepare food.
- Check and record deliveries.
- Check temperatures.
- Serve customers.
- Count, rotate and store stock.
- Handle and count cash.
- Assist volunteers as required.
- Ensuring a clean and hygienic work space and tuckshop area.

We are looking for a long-term prospect (minimum 12 months) who is interested in working approximately 6 hours per week, in a casual role, paid at the appropriate award wage in the Retail Operations Stream as per the PARENTS AND CITIZENS ASSOCIATIONS AWARD - STATE 2016 (http://qirc.qld.gov.au/qirc/resources/pdf/awards/p/parents_and_citizens_associations_swc17.pdf)

Skills and experience

Experience in customer service, cash handling, food hygiene, preparation, and service is preferred.

Willingness to undertake additional training as required.

Blue Card (Working with Children Check) mandatory (at time of starting position or soon after).

To apply for this position, please provide a covering letter addressing how you will be able to meet the requirements of this role, and a summary of previous work experience or relevant qualifications, attention to:

Alice Long
Aspley State School P&C Association
Aspley State School
Maundrell Terrace
Aspley Q 4034
pandc@aspleyss.eq.edu.au

EXPRESSIONS OF INTEREST CLOSE MIDDAY 12 July 2018.