



<b>Role Title:</b>	Retail Manager (Convenor) – Tuckshop
<b>Employment Status:</b>	20 hours per week, 3 days per week, during school term.
<b>Level:</b>	2

## **Selection Criteria**

### **Essential:**

- Previous experience in a supervisory and/or management position in a successful retail and/or food service business.
- Skills and experience in food preparation and advanced knowledge of food safety and hygiene practices. The tuckshop convenor must have or attain a qualification in Minimum Competency Standards for Food Safety Supervisors.
- Workplace Health & Safety (WH&S) awareness
- Knowledge of “Smart Choices” policies or similar.
- Sound financial management, reasonable level of computer literacy in particular Microsoft Excel and Microsoft Word skills.
- A Current Working with Children Check (Blue Card).

### **People Oriented Skills & Attributes**

- Excellent interpersonal skills with the ability to develop and maintain strong working relationships with stakeholders at all levels (including volunteers) to achieve the desired outcomes.
- High level of initiative, with the ability to work autonomously and positively contribute as a staff member.
- Openness to new technology and processes, including training and improvement in skills to enhance performance in the position.

### **Performance Indicators**

The performance of the Tuckshop Convenor will be measured by:

- Quality and nutritional value of the Tuckshop Menu
- Customer satisfaction (students, staff and the broader school community)
- Risk Minimisation – related to all WH&S and other compliance requirements
- Sound Financial Outcomes, Business Systems and Controls.

### **Conditions/Hours of Duty**

- The position will be 20 hours per week, school term time up to 40 weeks per year.
- The hours of work will be between 8am to 2.30pm Wednesday to Friday
- Tuckshop hours of operation are from 8.30am to 2pm Tuesday to Friday
- Break entitlements are as per the Parents and Citizens Associations Award – State 2016

### **Salary**

The position will be paid in line as a Retail Manager Level 2 as per the Parents and Citizens Associations Award – State 2016. Consideration will be given dependant on qualifications.