



CHAPEL HILL PRIMARY SCHOOL

Parents and Citizens' Association

Chapel Hill Primary School P&C Tuckshop Convenor

Chapel Hill Primary School is seeking an experienced, vibrant and innovative Tuckshop Convenor. The successful applicant must have a passion to provide a fresh and healthy food menu for our children. The hours are 20 hours per week, on Wednesdays, Thursdays and Fridays for trade, plus allocated hours for preparation Tuesdays (with view to increasing as the need arises). The Tuckshop Convenor reports to the P&C Tuckshop Line Manager and President, and is responsible for overseeing the overall functions of the Tuckshop as well as providing training, direction and guidance to the parent volunteers. The Tuckshop Convenor is supported by the Tuckshop Line Manager and the P&C Tuckshop Subcommittee.

Essential criteria

- Demonstrated ability to prepare, cook and promote healthy foods
- Demonstrated ability to effectively work as a team member as well as supervise others
- Demonstrated understanding of healthy eating in reference to Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools.
- Demonstrated time management skills
- Experience in food preparation, food safety and handling
- Tuckshop Operations and/or Food Safety and Hygiene qualifications (or commitment to obtain)
- Current Senior First Aid Certificate
- Current Qld Government Blue Card – Working with Children (or commitment to obtain)

Desirable criteria

- Experience working in a Tuckshop with volunteers and parent groups
- Experience in ordering/purchasing supplies
- Experience with cash handling and daily takings balance
- Experience in effective management of a stock inventory
- Microsoft Excel knowledge – meal costing, stock take, invoicing

Child Protection Legislation requires preferred applicants to be subject to employment screening should a “Qld Government Working with Children Blue Card” not be in place at time of employment.

Email: jess.pandcsecretary@gmail.com

Post: Jess Anderson
Chapel Hill State School P&C Secretary
PO Box 533, Kenmore Qld 4069

Position Overview – Chapel Hill Primary School P&C Tuckshop Convenor

The Tuckshop Convenor is responsible for the smooth operation of the Chapel Hill Primary School tuckshop. The position reports directly to the P&C Line Manager and P&C President. The Tuckshop Committee provides collaborative support and strategic direction to the tuckshop Convenor and volunteers.

The role of the Tuckshop

The school tuckshop has several important functions. These include:

- Providing a service to the school community
- Promoting a healthy school community
- Assisting in promoting healthy eating habits in children
- Providing a variety of nutritious and attractively presented foods and drinks at a reasonable price
- Reinforcing the principles of classroom nutrition education
- Operating as an efficient business by:
 - offering a regular, high-quality service to the school community
 - achieving operational and financial objectives. For example, operating at a reasonable profit for the benefit of the school and, in turn, each child.
- Providing an opportunity for parents to participate in their children's educational environment
- Maintaining high standards of hygiene in handling, preparing and serving food

The Tuckshop as an Educator

The Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools is about offering healthy food and drink choices to students in Queensland schools. The strategy requires that schools offer students a range of healthy food and drinks, consistent with the Australian Dietary Guidelines for Children and Adolescents. Foods and drinks that lack nutritional value or are high in saturated fat and/or added sugar and/or salt may only be supplied by schools on two designated occasions per term.

School food and drink supply includes all situations where food is supplied in the school environment: tuckshops, school excursions, school camps, swim clubs, fundraising, classroom rewards, school events such as celebrations, sports days and food used in curriculum activities. Most school tuckshops choose not to use the school's red occasions, opting to leave them for fundraising activities instead.

For more information go to <http://education.qld.gov.au/schools/healthy/food-drink-strategy.html>

The school, together with parents, has an important role to play in helping children learn about nutrition. As part of the school environment, the tuckshop is in a unique position to make a positive, worthwhile contribution to students' health and welfare. The tuckshop can provide children with practical learning experiences to support and reinforce the positive nutritional ideas that they learn at home and in the classroom.

Learning about nutrition does not necessarily ensure healthy eating – knowledge must be put into practice. The tuckshop can assist children by providing a variety of nutritious and appealing foods from which to make healthy choices. Children can then learn from experience that healthy foods look and taste good and are a pleasure to eat. In this way the tuckshop acts as an extension of the classroom teaching of nutrition. Therefore, it is important that the message from the classroom and the tuckshop complement each other.

Key Responsibilities of the Tuckshop Convenor

- Provide nutritious lunches, snacks and drinks to students and staff on Wednesdays, Thursdays and Fridays. (with view to increasing as the need arises)
- Planning, organising and monitoring the day-to-day operations of the tuckshop.
- Updating and implementing the policies and procedures of the tuckshop, with the assistance of the Line Manager and Tuckshop Subcommittee.
- Ordering, purchasing and checking supplies against invoices, then forwarding invoices to the Tuckshop Line Manager & Treasurer for payment.
- Implement the cleaning procedure that is carried out on a daily, monthly and per term basis.
- Be actively involved with the Tuckshop Subcommittee and contribute to a monthly report presented to the School P&C.
- Recruit and train volunteers, maintain a roster of volunteers and supervise volunteers in the preparation and serving of food. Ensure all tuckshop workers are familiar with safe food handling and hygiene practices.
- Maintain open communication with Line Manager and Tuckshop Subcommittee
- Complete regular stock-takes (end of each term) and manage stock levels to minimise waste and spoilage.
- Reconcile takings daily and prepare banking for the P&C treasurer.
- Awareness of OH&S policies relating to the tuckshop and responsibility to alert the Line Manager and Tuckshop Subcommittee to any breaches.
- Co-operate with the Principal, P&C and/or other body in organising all aspects of the catering for special events and collaborate with volunteers in the use of the tuckshop for these events.
- Ensure operation of the tuckshop is within the set budget.
- Ensure communication of the tuckshop menu and prices to the Chapel Hill State School staff, students and parents, including menu distribution and signage

Qualifications and skills

- Accredited certification in safe food handling
- Current Senior First Aid (or commitment to obtain)
- Qld Government Blue card – Working with Children (or commitment to obtain).
- Support the values of Chapel Hill State School
- Excellent interpersonal and communication skills to successfully engage a range of stakeholders
- Excellent customer service skills
- Ability to lead a team in a manner that fosters the support and cooperation of volunteer team members
- Ability to complete variable workloads to a high standard and to imposed deadlines
- Ability to prioritise, demonstrate initiative and take a proactive approach to tasks
- Money handling skills
- Willingness to refresh and update skills on a regular basis
- Innovative approach to providing interesting and nutritious food and drinks to students and staff of Chapel Hill State School
- A willingness to assist teachers in food related lessons
- Promote a pleasant and collaborative work environment for all volunteers and teachers

Personal Attributes:

Tuckshop Convenor should be:

- Enthusiastic
- Flexible
- Interested in the well-being of students
- Punctual
- Have good common sense
- Able to communicate well
- Trustworthy
- Have a good understanding of nutrition
- Have knowledge and qualifications in food hygiene
- Have leadership skills

Specific Key Performance Indicators for Tuckshop Convenor

Responsibilities	Key Performance Indicators
Provide nutritious, fresh food with minimal artificial additives to children and staff.	<ul style="list-style-type: none">▪ Familiarise with and adhere to the 'Qld Smart Choices Healthy Food & Drink' guidelines.▪ Use the 'Additive Alert' publication and/or website as a means to reduce artificial additives in food provided▪ Purchase Australian made, locally grown, fresh produce as much as possible
Encourage the development of good eating habits.	<ul style="list-style-type: none">▪ Provide healthy choices for children▪ Educate children regarding food nutrition and food choices▪ Foods that do not meet the criteria of the School Canteens▪ Association and/or traffic light system will only be offered on a limited basis
Provide options for those children with specific dietary requirements.	<ul style="list-style-type: none">▪ Children with food intolerances and allergies should be able to order a minimum of one thing per day from the available menu▪ Food prepared in a safe manner for children with allergies and/or intolerances▪ Supervising Tuckshop Convenor to be aware of children at the school with food intolerances/allergies
Demonstrate high standards of hygiene in relation to preparation, storage and serving of food at the tuckshop.	<ul style="list-style-type: none">▪ Adhere to the current Food Safety Standards outlined in the Policy Manual▪ Food to be presented and served in a pleasant, consistent manner.▪ Cleaning procedure is carried out daily, monthly and per term according to the displayed cleaning schedule▪ Ensure that cleaning and sanitising is done as a separate process.

Responsibilities	Key Performance Indicators
Carry out daily operations with effective time management skills.	<ul style="list-style-type: none"> ▪ Ensure workstations are set up prior to start time ▪ Communicate importance of start times to staff ▪ Oversee timing schedules provided for each work station ▪ Ensure Timing Schedules / Run sheets are available at each work station ▪ Inform staff of time requirements ▪ All orders to be complete & ready prior to lunch time bell
Manage the tuckshop to function as an efficient business enterprise.	<ul style="list-style-type: none"> ▪ Aim to make an annual profit ▪ Request funds from P&C prior to non-day-to-day purchases ▪ Have Business Policies & Procedures in place and available to all tuckshop subcommittee members and volunteers. Training manual maintained. This ensures continuity of service within the tuckshop should the Tuckshop Subcommittee change members ▪ On the-job training provided to volunteers, as per the Policy Manual ▪ Maximise fundraising opportunities through catering outside events ▪ Reconcile takings and prepare banking for P&C Treasurer ▪ Undertake set administrative duties in a timely manner as provided by the Line Manager
Recruit volunteer staff with a 'good fit' for the school.	<ul style="list-style-type: none"> ▪ Provide initial on-site training for volunteers ▪ Ensure volunteers are comfortable and confident with their duties ▪ Maintain good morale ▪ Provide support and feedback to volunteers when help is needed ▪ Promote the tuckshop to the school community to recruit new volunteers
Effective communication	<ul style="list-style-type: none"> ▪ Remain actively involved with Tuckshop Subcommittee ▪ Complete reports in conjunction with Tuckshop Subcommittee that will be presented at each General Meeting ▪ A current copy of the Tuckshop Policy Manual will be on permanent display in the school tuckshop. ▪ Ensure appropriate signage is in place and distribute menus to students and staff
Utilisation and minimisation of waste	<ul style="list-style-type: none"> ▪ Measure food waste ▪ Develop an action plan to reduce food waste using the data collected, with targets, timescales and responsibilities ▪ Review progress on the plan each month ▪ Share your good work with staff and customers
Provide a safe workplace	<ul style="list-style-type: none"> ▪ Comply with all workplace safety regulations ▪ All volunteers to be trained in tuckshop procedures ▪ Procedures to be displayed clearly in tuckshop

Email: jess.pandcsecretary@gmail.com

Post: Jess Anderson
 Chapel Hill State School P&C Secretary
 PO Box 533, Kenmore Qld 4069