



St Edmund's College ROLE DESCRIPTION

TUCKSHOP ASSISTANT

THE PRIME PURPOSE OF THE POSITION

The **Tuckshop Assistant** is responsible for expressing authentic witness to the four Edmund Rice Education Australia (EREA) Touchstones of Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. The fulfilment of their role is shaped and informed by the College's Strategic Directions and Priorities and Annual Improvement Plan Goals.

The Tuckshop Assistant will work collaboratively with the Tuckshop Convenor to manage the Tuckshop on days when the Convenor is not on duty. The Tuckshop Assistant will manage the Tuckshop in a systematic, methodical and calm manner so that nutritional food is available to the students of the College. The Tuckshop Assistant will have knowledge of the associated food legislation, regulations and standards and assist the Convenor to seek out and support volunteers to prepare and serve food.

ORGANISATIONAL RELATIONSHIPS

The **Tuckshop Assistant** is appointed by the Principal and is responsible in the first instance to the Tuckshop Convenor, Business Manager and eventually the Principal. The role holder will work collaboratively as part of a team which is responsible for the Mission and Faith development of the College community within the parameters of the Edmund Rice Education Australia policies in a way which is faithful to the College Mission and the vision of Edmund.

KEY ACCOUNTABILITIES

1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities
2. Manage food related issues in the tuckshop
3. Use an appropriate purchasing, invoicing and receipting system
4. Encourage involvement, allocate tasks and supervise food hygiene practices of voluntary workers

DUTY STATEMENTS

The **Tuckshop Assistant** will:

1. **Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities**
 - Be committed to the goals, ethos and Mission of the College as a Catholic School in the Edmund Rice tradition
 - Have an awareness of and support for the Charter and key Edmund Rice Education Australia (EREA) policies, procedures and practices, along with other legislative and legal requirements of the College
 - Display a high level of professional competency and ensure that behaviour and personal presentation reflects the College's values and professional expectations
 - Strive to live a lifestyle which, by its witness and example, is compatible with the Gospel Values
 - Be committed to self-development and ongoing professional development
 - Be committed to building the St Edmund's College community
 - Have knowledge and awareness of applicable Workplace Health and Safety and Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements
 - Respond to the operational needs of the College and to other duties as reasonably directed by the Principal or their delegate

- Contribute to the overall pastoral leadership of the College through active, and reflective participation in staff meetings
- Have excellent interpersonal skills and proficient IT skills

2. Food Related Issues

- Ensure that correct food hygiene practices are maintained in accordance with associated food legislation, regulations and standards
- Ensure that all equipment and plant are appropriate for use in the food industry and that such equipment is maintained as required by associated food regulations
- Support the Tuckshop Convenors with all necessary cleaning duties at the end of each term

3. Purchasing, Invoicing and Receipting

- Ensure that all cash is secure and that appropriate records of daily takings are kept
- Check deliveries for quality and quantity and ensure that all invoices are forwarded to the Accounts Payable Clerk

4. Volunteers

- Encourage involvement of voluntary workers by providing a welcoming presence
- Allocate tasks to voluntary workers
- Instruct and supervise all workers in the tuckshop as to required food hygiene practices