



Position Description

TITLE OF POSITION:	Tuckshop Assistant (s)
POSITION TYPE:	Permanent part time
CONTRACT:	School Caretakers and Cleaners' (including Canteen Workers)
REPORTS TO:	Operations Manager
PRIMARY TASK:	To provide food preparation, counter assistance and other services to the Tuckshop under the direction of the Tuckshop Supervisors.

KEY TASK AND PERFORMANCE INDICATORS

	Key Task and performance indicators	Key Outcomes/Competencies
1.	<ul style="list-style-type: none"> To assist with all food preparation including hot and cold food. To assist with all serving of customers – including students and staff. To assist the Supervisors with any stocking up or replenishment of stock as directed. Assist with any cleaning of the Tuckshop, equipment, fridges and ovens if required. Assist or guide the volunteer helpers in any aspect of their roles as required. Deliver any staff purchases to the staffroom. 	<ul style="list-style-type: none"> Able to prepare food practicing good hygiene standards. Able to work under pressure to serve customers. Knowledge of prices, administering EFTPOS and handling money. Significant knowledge of stock and where stored. Physically able to bend and crouch to clean all areas of Tuckshop. Have significant knowledge of the Tuckshop operations to assist volunteers

PERSONAL ATTRIBUTES AND COMPETENCIES

1.	<p>Promote CBHS' Values and Vision: Contribute to a positive working environment. An advocate for CBHS and our students.</p>
2.	<p>Initiative: Anticipating needs, keeping abreast of changes, being proactive and taking unsolicited action to achieve goals beyond what is required outside the immediate role. Requires minimal direction in performing tasks.</p>
3.	<p>Oral Communication: Exchange information and ideas in a clear, concise and open manner, with both internal and external customers, whilst being receptive to alternative view points and ideas. Listening to others and handling sensitive one-on-one conversations effectively and respectfully.</p>
4.	<p>Written Communication: Presents written communication, information, and ideas in a clear, concise, accurate manner. Uses appropriate writing style.</p>

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PERSONAL ATTRIBUTES AND COMPETENCIES	
5	<p>Time Management: Prioritising tasks effectively to meet deadlines ensuring a consistent workflow despite interruptions. Takes ownership and responsibility for ensuring cost efficiency by working accurately and efficiently. Handles multiple demands and competing priorities.</p>
6	<p>Problem-solving/analysis and decision-making: Identifying and analysing issues, problems and opportunities in a timely and effective manner; developing appropriate solutions or taking effective action that is consistent with the facts, constraints and probable consequences.</p>
7	<p>Establishing Credibility & Trust: Demonstrates expertise and professionalism in all interactions, gaining the confidence of clients and others. Maintains a calm and professional manner, even in situations of conflict, stress and rejection. Builds and extends Trust. Communicates an understanding of the other person’s interests, needs and concerns. Demonstrates honesty, keeps commitments and behaves in a consistent and appropriate manner. Provides frank, open and accurate feedback whilst avoiding destructive comments.</p>
8	<p>Leadership: Maintaining energy and motivation in the face of setbacks, additional pressures and workloads. Being a positive influence on co- workers.</p>
9	<p>Accuracy: Consistently meets high standards by paying attention to detail, displaying pride in work, and ensuring that the finished product is always of the highest standard.</p>
10	<p>Teamwork: Treats all stakeholders with dignity and respect. Looks for ways to encourage participation and providing encouragement to bring out the best in others. Creating a climate in which people work successfully together and do their very best.</p>

APPROVED BY:



_____ Date: 25 July 2024

Headmaster’s Signature