

TUCKSHOP ASSISTANT

Position Information Document

CLASSIFICATION	Education Support Officer – Services Stream, Grade 1
EMPLOYMENT TYPE	Casual
EMPLOYMENT CONDITIONS	In accordance with the Catholic Schools Enterprise Agreement 2020 (the EA)

MISSION AND VISION

Our Mission

A Catholic College educating girls in the Dominican tradition.

Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

Governance

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College (the College), an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwlth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

Safeguarding Children and Young People

The College is a Child Safe employer and committed to the welfare and protection of children and young people. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures, with astute understanding and awareness of the College's Professional Boundaries Policy.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Be fully versed in the College Professional Boundaries Policy.
- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

GENERAL ROLE DESCRIPTION

The person holding the position of **Tuckshop Assistant** plays a vital role in the promotion of healthy foods and creating a culture of healthy eating within the College community.

The incumbent will support the Tuckshop Manager, who is the Food Safety Supervisor in ensuring food production with lunch orders, counter service is compliant with the Food Safety Standards (FSS).

The Education Support Staff fulfil a vital role in supporting the education program of the College. They support the aims and philosophy of the College by making a positive contribution to the development of a Christian community. The Education Support staff must be aware of and comply with the Work Health and Safety policies and practices of the College.

Occasionally, Education Support staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The Education Support staff are encouraged to participate fully in the life of the College community and to support school activities and functions.

Key Working Relationships:

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|-------------------------------|------------------------------|
| ▪ College Principal | ▪ Parents/Families/Guardians |
| ▪ The College Leadership Team | ▪ Tuckshop Manager |
| ▪ College Staff | ▪ Tuckshop Assistant Manager |
| ▪ Students | |

Special Conditions:

- In accordance with Food Safety Laws, the incumbent will not enter the College Tuckshop if unwell.
- The incumbent may be contacted at short notice to temporary relief Tuckshop Staff when required.
- Adherence to all Work Health and Safety (WHS) compliance and Food Safety compliance is mandatory for this role.

PERSON SPECIFICATION

The person holding the role of **Tuckshop Assistant** at the College is expected to:

GENERAL RESPONSIBILITIES

- Have a capacity and desire to actively contribute to the Catholic ethos of the College.
- Have a deep understanding of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Demonstrate a commitment to child safeguarding and professional boundaries policies, procedures, guidelines, and reporting.
- Build, develop and foster relationships with Parents, the wider College Community, and employees, whilst maintaining a high degree of integrity, confidentiality, sensitively and discernment.
- Demonstrate outstanding verbal and written communication skills and the ability to prioritise and meet deadlines with limited direction.
- Demonstrate highly developed organisational abilities and time management skills, including the ability to succeed in a busy and dynamic environment.

- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and colleagues.
- Have strong interpersonal skills and communicate clearly.
- Be resourceful, flexible and self-motivated to work independently.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.

EXPERIENCE AND SKILL SET

- Ability to work as part of a team.
- Ability to communicate effectively and politely with students, staff, parents and volunteers in an efficient, professional friendly manner.
- Energetic and well organised, paying particular attention to personal cleanliness.
- Ability to think on your feet and 'go the extra mile'.
- The applicant has an understanding of WHS and food hygiene.
- Ability to take direction and work unsupervised.
- Basic Knife and safe food handling skills.

SPECIFIC TASKS

Working in collaboration with the Tuckshop Manager, and the Tuckshop Assistant Manager, the **Tuckshop Assistant** is expected to undertake the following specific tasks:

- Ensure food is prepared in a timely and efficient manner while maintaining the highest level of hygiene at all times.
- Ensure work environment is maintained at the highest level of cleanliness at all times
- Prepare food items to be sold for recess and lunch including pre-ordered items
- Undertake daily cleaning of equipment such as but not limited to; dishes, benches, ovens, floors, shelves and fridges
- Complete detailed cleaning of equipment at the end of each term
- Restock when applicable and rotate of stock, being aware of shelf dates and notifying Tuckshop Manager when necessary of possible shrinkage
- Serve recess and lunch to students and staff in a timely, courteous and professional manner
- Assist in processing all lunch orders (manually and online)
- Manage time and prioritise tasks to ensure timely and safe serving of food
- Use of cash register, EFTPOS machines and handle cash, while being aware of Tuckshop security at all times
- Liaise regularly with Tuckshop Manager regarding stock levels
- Adhere to all Food Safe work practices and Work, Health & Safety procedures
- Immediately report to Tuckshop Manager of any faulty equipment or hazardous items.
- Assist with catering functions as required
- Ensure food is not contaminated by: unsafe temperatures, cleaning chemicals, cross contamination, un-hygienic work practises or conditions
- Assist in maintaining documentation showing compliance, recording processes and stock inventory.
- Develop ongoing positive relationships with all Staff, Students and Volunteers
- Other duties as delegated by Tuckshop Manager and/or The Leadership Team.

SPECIFIC REQUIREMENTS

The following mandatory requirements must be maintained.

- Clearance to work in Catholic Education SA.
- Valid and current Working with Children Check (WWCC) as issued by the Department for Human Services.
- Approved & current Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- Current First Aid Training.
- The College adheres to the SACCS Policy on COVID-19 Vaccination.
- Perform any other duties as required from time to time by the College Principal.

WORK, HEALTH AND SAFETY (WHS)

This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012* (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.