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| <b>POSITION TITLE:</b> | Retail Supervisor (Tuckshop/Uniform Shop Convenor)  |
| <b>SECTION:</b>        | Good Counsel Primary School, Innisfail  |
| <b>REPORTS TO:</b>     | The Principal   |
| <b>CLASSIFICATION:</b> | Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland Services Staff Schedule – Level 3</i> |
| <b>AUTHORISATION:</b>  | Executive Director  |

## Catholic Education – Diocese Of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management is the responsibility of the Executive Director of CEDC. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## Purpose Of The Role

The employee appointed to this position will have competency at this level involves application of knowledge with depth in some areas and a broad range of skills. The employee shall be fully competent and experienced in a technical sense and requires little guidance. Over time the employee will demonstrate understanding of a broad knowledge base.

There is a range of roles and tasks in a variety of contexts involving some complexity in the extent and choice of actions required. As the employee gains experience they may be asked to identify, analyse and evaluate information from a variety of sources.

Competencies are normally used within routines, methods and procedures with some discretion and judgement involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints, good interpersonal and communication skills.

An employee in this position works under limited supervision and work may be checked in relation to overall progress and may take the form of broad guidance and involve a level of autonomy when working in teams.

Over time the employee may be asked to lead or supervise a work team and may have limited responsibility for guidance of the work of others. Team co-ordination may be required.

## Essential Duties and Responsibilities

*Typical duties performed may include, but are not limited to:*

An employee who is appointed by the employer to be, or is, responsible for a defined or designated area of a shop.

Such employee may work alone, or directly supervise other employees, in the defined or designated area.

- Maintain appropriate behaviours when engaging with children.
- Sale and preparation of food
- Ordering and purchasing of Tuckshop supplies. Checking of supplier invoices against delivery dockets prior to approval of invoices for payment
- Organisation of volunteer rosters and supervision of all helpers
- Keeping the tuckshop area clean and well maintained
- Menu setting and rotation
- Co-ordination of Council inspections and health checks
- Keeping temperature checks and stock controls
- Maintenance of appliances and their replacement if required with approval from the Business Manager
- Stacking of shelves, fridges and racks
- Cash handling, end of day reconciliations and banking for both Tuckshop and Uniform Shop
- Stocktaking - Tuckshop and Uniform Shop
- Awareness of Workplace Health and Safety requirements in the Tuckshop environment



- Sale of uniforms
- Ordering and purchasing of Uniform supplies. Checking of supplier invoices against delivery dockets prior to approval of invoice for payment.
- Keeping the uniform shop area clean and well maintained

## **Genuine Occupational Requirements**

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

### **Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment
- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment

## **Mandatory Qualifications And Requirements**

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Food Safety training certificate
- Promote child safety at all times
- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position



## Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

## Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

