

<b>POSITION TITLE:</b>	<b>Retail Assistant (Tuckshop)</b>
<b>REPORTS TO:</b>	<b>The Principal</b>
<b>CLASSIFICATION:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at <a href="http://www.cns.catholic.edu.au">www.cns.catholic.edu.au</a> ) <b>Level 1</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns 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 22<sup>nd</sup> Century.

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

Catholic Education Services 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.

Catholic Education Services in the Diocese of Cairns 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 of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. 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 and skills to a limited range of tasks and roles. The employee shall be fully competent and experienced in a technical sense and requires little guidance.

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 direct supervision and work is checked and may be reviewed on completion and may take the form of general guidance when working in teams.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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

**The Tuckshop Assistant works under the direct supervision of the Tuckshop Convenor and Principal**

**Tuckshop Assistant Duties:-**

- Retrieving orders from online ordering facility – Flexischools;
- Preparing morning tea and lunch orders for students, staff and guests;
- Counter sales;
- Assisting Convenor with ordering and purchasing of tuckshop supplies.
- Checking of goods received against order and delivery dockets - inventory
- Keeping tuckshop area clean and well maintained;
- Assisting with menu setting;
- Keeping temperature checks and assisting with stock control;
- Replenishing stock on of shelves, fridges and racks;
- Cash handling and end of day reconciliation;
- Adhere to Workplace Health and Safety requirements in the tuckshop environment;
- Use of own vehicle to collect goods from outside food services;
- Keeping record of staff accounts;
- Maintain appropriate behaviours when engaging with children;
- Attending to all duties without direction from the Tuckshop Convenor.

## GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others
- Facilitate the prevention of child harm by recognising and responding appropriately



- Ability to communicate in English to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work

**Physical requirements of the position:**

- Work is normally performed in a typical interior tuckshop area
- 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/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Promote child safety at all times
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Junior Certificate or equivalent 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:

- 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.

## EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_