

Camberwell Girls Grammar School

Senior School Tuckshop Manager

Mission Statement: To provide a variety of healthy and nutritious food and lunches to 550 students and school staff, which will be purchased or prepared by the Manager in the Tuckshop kitchen in accordance with Local, State, Federal and Commonwealth Health and Safety Regulations.

Required Staffing Hours:

7.30 a.m. – 2.30 p.m. Monday to Thursday – during School Term, excluding Public Holidays and student-free days.

Reporting to:

C.G.G.S. Parents' Auxiliary Committee

Tuckshop "Open" Hours:

Recess: 10.30 – 10.50 a.m.

Lunch-time: 12.55 – 1.55 p.m.

Responsibilities:

The Tuckshop Manager will:

1. Operate and manage the Senior School Tuckshop for nominated hours and days during School Term, excluding public holidays, in a manner which respects the School's stated objectives for the health and nutrition of its students and teachers.
2. Ensure the adequate pricing of items sold so that the Tuckshop operates profitably.
3. Be apprised of, and maintain responsibility for the Food Safety Program as stated and regulated by the Boroondara Council.
4. Control and monitor possible food risks and ensure all food sold in the Tuckshop is safe to digest. This entails daily, weekly and monthly tasks as outlined in the Food Safety Program Template for Food Service and Retail Businesses.
5. Be aware of any changes in the Food Act and implement as appropriate.
6. Create a menu of food items to be prepared and presented well for sale through the Tuckshop.
7. Publish a list of items to be offered for sale through the Tuckshop at the beginning of each Term.

8. Co-ordinate "Special" meals to supplement the regular menu, to vary and expand the Tuckshop's available options to create added interest and use of the Tuckshop by students and staff.
9. Co-ordinate the ordering, receiving and delivery of all goods through the Senior School Tuckshop.
10. Be responsible for stock control and security of stock storage areas.
11. Purchase extra items at Woolworths (School Account) as required.
12. Present a written monthly report to the Parents' Auxiliary.
13. Reconcile each day's takings and bank weekly or as required.
14. Notify Auxiliary Treasurer of any extra-ordinary financial occurrences – whether by way of profit or loss.
15. Supervise volunteers in an affirming manner, being respectful of their privacy and their contribution to the School.
16. Undertake annual stock-take of inventory.
17. Occasionally cater for School functions.

ADDITIONAL REQUIREMENTS:

1. Certificate II - Food Safety Supervisor
2. Working With Children Check
3. Police Check.