



# Dakabin State School Parents' & Citizens Association



## Role Description

### Retail Assistant

Work Unit	<b>Dakabin State School Parents &amp; Citizens Association</b>
Classification	<b>Retail Assistant Parents &amp; Citizens Associations Award – State 2016</b>
Job Type	<b>Permanent Part-Time 15 hours week (During School Term)</b>
Contact Officer	<b>Nigel Moser</b>
Contact Telephone	<b>0412 050 742 (Please leave a Message)</b>
Closing Date	<b>Friday 3 November 2017</b>

### Your employer

The Dakabin State School Parents' & Citizens Association is responsible for the overall management of the school Tuckshop and the Uniform shop. Profits from these operations support the school community, and student facilities.

The Parents' & Citizens Association is responsible for managing the business of the Association and for promoting community interest of educational matters, facilitating the development and further improvement of the school, and encouraging closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school, and comply with the P&C Code of Conduct.

### Primary Function

The Retail Assistant is required to:

- Assist in the management of the day to day Retail Operations of the Dakabin State School Parents' & Citizens Association.
- Work autonomously, with a high work ethic, commitment to professional presentation and flexibility in the workplace
- Ensure that operations are conducted in accordance with standard operating practices, and operate efficiently at all times.
- Assist in the overall running of the Tuckshop and Uniform Shop in accordance with the guidelines of the Accounting Manual for P&C's

### Accountability

The Dakabin State School P&C's Retail Assistant shall be accountable to the P&C Executive and shall report to the Retail Manager as delegated.

### Key Responsibilities

The P&C Retail Assistant shall be responsible for the following tasks as directed by the Retail Manager & P&C President, Vice President and/or Treasurer including but not limited to:

- Management of the Tuckshop and Uniform Shop including QuickCliq (Online Tuckshop & Uniform Shop) order and associated administration tasks i.e. Menu and pricing updates within the guidelines and processes set by the P&C Committee

- Receiving and checking all supplies against invoices and delivery dockets, signing off on received goods and services before handing over to the Treasurer for processing and payment within terms as confirmed with Suppliers
- Performing stocktakes of the Tuckshop and monthly stocktakes of the Uniform Shop.
- Management of the cash register (as per the requirements of the Accounting Manual for P&Cs)
- Counting the daily takings. Daily takings must be checked by at least one other worker and the daily takings Cash Sheet signed by both the Convenor and the other person (as per the requirements of the Accounting Manual for P&Cs)
- Ensuring that daily takings are prepared for banking on Friday of that working week
- Ensuring that all stock is received and stored securely in accordance within the guidelines and processes set by the P&C Committee
- The observation of Workplace Health & Safety practices within the Tuckshop and Uniform Shop and notifying the P&C Committee of any potential or actual hazard or any dangerous occurrences
- Ensuring that all volunteers are familiar with the Tuckshop and Uniform Shop procedures including being signed in and proper food preparation standards and practices
- Assist with ordering, stock control.
- Perform a variety of other administrative or support services as directed by the Retail Manager
- Undertake work activities in a cooperative and supportive manner as an active member of a diverse school community.
- Assisting fellow staff and volunteers with instructions and processes to comply with Legislative Requirements including that of P&C Code of Conduct, P&C Model Constitution, P&C Qld Accounting Manuals, Smart Choices requirements & Child Safety Guidelines.
- Observing the security of the Tuckshop and Uniform Shop including the P&C Office and all stock
- Restricting Tuckshop and Uniform Shop entry to authorized persons only
- Preserve the confidentiality of the Associations business
- To ensure that the P&C Activities operate in accordance with the policies and standards as determined by the P&C and their Executive.
- Performing other reasonable tasks as directed by the Retail Manager.
- Work alongside the Dakabin State School Administration Staff, and school community to foster relationships between the School and the P&C Association.
- Attendance at staff meetings when required (usually held quarterly).
- Seek volunteers and persons within the school community to assist with retail operations.
- Other responsibilities may be delegated at the discretion of the Retail Manager

### **Desirable Qualifications & Other Knowledge, Skills & Experience**

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required to the determination of objectives with the relevant field(s) of their expertise.
2. Effective management of a Tuckshop & Uniform Shop under a P&C.
3. High level communication, negotiation, interpersonal & networking skills.
4. Knowledge of Microsoft Word & Excel and ability to acquire knowledge of online sales system (QuickCliq) & MYOB would be an advantage.

5. Knowledge of or ability to acquire Workplace Health & Safety legislation.
6. Knowledge in the operation of Commercial Coffee Machines or training as a Barista.

## **Selection Criteria**

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Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

- SC1**      **Demonstrated experience in the catering / Tuckshop industry**
- SC2**      **Knowledge of/or ability to learn quickly about**
  - **Stock control and ordering**
  - **Food preparation and food hygiene standards**
  - **Smart Choices – Healthy Food and Drink Strategy for Queensland schools**
  - **Coffee Machine operation**
- SC3**      **Demonstrated Communication and interpersonal skills necessary to relate to a wide range of people including staff, volunteers, students and other members of the school community.**
- SC4**      **Ability to work both independently and as part of a Team, with limited supervision.**
- SC5**      **A commitment to the objectives, goals and directions of the Dakabin State School P&C and Smart Choices Strategy.**
- SC6**      **Demonstrate an understanding of Occupational Health and Safety, Equal Employment Opportunity and Anti-Discriminatory Practices and behaviour as applied to an Education Queensland environment**

## **Additional information**

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- Obtaining a Commission for Children and Young People Blue Card is a requirement for this position.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- You will be required to complete a period of probation in accordance with the *Parents' and Citizens Associations Award – State 2016*.
- Staff are required to actively participate in consultation and communication with the P&C Executive regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- All employees of the P&C are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and agree to align their professional conduct to these obligations.
- The P&C Executive will provide a list of Key Performance Indicators to measure performance of employees, retail operations and level of success, in which all staff will be required to participate.
- This position reports directly to the Retail Manager, and will assist with the management of volunteers within Retail Operations. This supporting role will depend on the operational requirements of the P&C, and be supervised by the Retail Manager.

## **Your application**

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- Applicants are to submit a brief resume; contact details for 2 referees (one of whom should be your current supervisor); and a maximum 2 page written response outlining your suitability for the role referring to the key capabilities under "Selection Criteria".
- Please forward your application by e-mail to [pandc@dakabinss.eq.edu.au](mailto:pandc@dakabinss.eq.edu.au) .