



*St Kilian's Primary School is situated in the heart of Bendigo, currently educating approximately 280 students. St Kilian's opened its doors to students in the early 1850's, marking the beginning of Catholic Education in the Sandhurst Diocese.*

*St Kilian's plays an important role in providing a holistic education for its students.*

## **Tuckshop and Uniform Shop Manager**

***Part time (Thursdays and Fridays)***

***Commencing immediately***

***St Kilian's School is seeking to appoint a suitable candidate to fulfil the role of Tuckshop and Uniform Manager at our school. Please see the Job Descriptions attached to this document.***

### **Application Process**

1. A cover letter stating why you have an interest in this position and how your skills align with the needs of the school.
2. Forward the above with your Resume including 3 nominated verbal referees via email, by the closing date: Friday 26th April 2024

**Applications are to be emailed to:**

**Principal**

**Mrs Kimberley McSweeney**

**[principal@skbendigo.catholic.edu.au](mailto:principal@skbendigo.catholic.edu.au)**

**APPLICATIONS CLOSE: 4:00 pm Friday 26th April 2024**

*Sandhurst schools are committed to promoting the safety, wellbeing and inclusion of all children  
CES Limited embrace diversity and social inclusion and encourage people from diverse backgrounds to apply*

## **Tuckshop Manager**

### **Position Description**

The Tuckshop Manager is responsible for managing and operating the School Tuckshop.

### **Purpose**

The St Kilian's School Tuckshop aims and objectives are to; provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. Menu options should always encourage healthy eating habits in our children.

### **Key Responsibilities**

- Planning, organising, and monitoring the operations of the Tuckshop, including the rostering of volunteers, record-keeping, opening and closing the Tuckshop, preparation and cooking for service;
- Developing, implementing and managing procedures to deliver the food service;
- Providing leadership to Tuckshop volunteers to ensure the delivery of affordable food service to the school community;
- Ordering, purchasing and checking all supplies against invoices and delivery dockets and liaising with Administration staff on the appropriate processes for this;
- Counting, recording and reconciling the takings according to school policy for safe handling of money;
- Managing the QKR Lunch ordering system for Tuckshop orders;
- Use food preparation and food handling skills to minimise waste;
- Induction and training volunteers in food preparation and other procedures to deliver an affordable food service to the school community;
- Ensuring that food products prices are monitored and value for money considered;
- Ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of each school term;
- Implement procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning;
- Ensuring all Tuckshop workers including volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation;
- Security in the Tuckshop such as money and keys, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the Tuckshop to only those who are authorised to be there;
- Logging maintenance issues;
- Additional duties as requested by the principal.

### **Other Requirements**

- Basic knowledge of First aid
- Valid Working with Children Certificate
- Current Food Handling Certificate

## Uniform Shop Manager

### Position Description

The Uniform Shop Manager is responsible for managing and operating the School Uniform Shop.

### Purpose

The St Kilian's School Uniform Shop aims and objectives are to; provide our school uniform for families to purchase at an affordable and reasonable price.

### Key Responsibilities

- Planning, organising, and monitoring the operations of the Uniform Shop, including the rostering of volunteers, record-keeping, opening and closing the Uniform Shop;
- Developing, implementing and managing procedures to enable the purchase of school uniforms;
- Providing leadership to Uniform Shop volunteers to ensure the delivery of an affordable school uniform to the school community;
- Ordering, purchasing and checking all supplies against invoices and delivery dockets and liaising with Administration staff on the appropriate ordering, receiving and delivery of items including invoicing and payment processes;
- Managing the QKR uniform ordering system for Uniform Shop orders;
- Ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of each school term;
- Review of stock prices and suppliers;
- Ensuring the health, safety and welfare of others in the Uniform Shop including undertaking a Uniform Shop risk assessment for hazards every term;
- Security in the Uniform Shop such as money and keys, locking all doors and windows and restricting entry to the Uniform Shop to only those who are authorised to be there;
- Logging maintenance issues;
- Manage second hand uniforms;
- Additional duties as requested by the principal

### Other Requirements

- Basic knowledge of First aid
- Valid Working with Children Certificate