Tuckshop Assistant

Job Title: Tuckshop Assistant

Hours: 16 hours per week over 3 days during school time only (Flexibility is required)

Term: To commence as soon as possible and conclude on 6 December 2011

Responsible to: Tuckshop Manager

Classification: Education Support Officer Grade 1

About Loreto:

Loreto College is an independent Catholic Day and Boarding School for girls from Early Learning to Year 12. It is one of many schools throughout the world directed by the Institute of the Blessed Virgin Mary IBVM (also known as the Loreto Sisters).

To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established her first school for girls in Europe.

A strong belief in the capacity and responsibility of women to contribute significantly to society and to the Church underlies the emphasis in Loreto’s education tradition. This is based on Mary Ward’s conviction that “Women in time to come will do much”.

In 1905, Loreto in Adelaide opened in Sydenham Road at Norwood. The present site, “The Acacias”, on Portrush Road was opened in 1921 with 100 students. Today, there are some 900 students from Reception to Year 12 including 60 boarders.

The Loreto Schools of Australia Mission Statement embodies this vision:

“Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.”
Position Overview

The Tuckshop Assistant's primary responsibility is to assist in food preparation for daily lunch orders and related sales. The Tuckshop Assistant will also be required to perform stock management duties and assist in the general operations of the College’s Junior and Senior Tuckshops.

The Tuckshop Assistant is a part time position that will work 16 hours minimum per week over 3 days with specific times and days to be negotiated.

The Tuckshop Assistant must:

- liaise with the Senior Tuckshop staff;
- maintain a high standard of kitchen and personal hygiene;
- maintain a safe environment for staff, volunteers, students and any visitors.

Specific responsibilities of the role

Specific responsibilities in relation to tuckshop duties

- maintain adequate stock levels;
- contribute to the review of new food products and assist in the implementation of any special Tuckshop project;
- receive goods as required;
- set up stock and put away each day;
- set up the register;
- prepare and sell hot and cold foods to students;
- receive money from each sale made by volunteers and students and enter into register;
- coordinate volunteers and student helpers;
- secure tuckshop at end of recess and lunchtime;
- report any student discipline problems to the Tuckshop Manager. This includes student customers and Year 7 student helpers;
- secure Junior School tuckshop’s money at end of recess and report directly back to the Senior School tuckshop at end of lunchtime. Balance cash with register reading;
- prepare food for next school day;
- clean confectionery counters, food utensils and equipment;
• assist in the start of term re-stock and end of term stocktake;
• any other duties as direction by the Tuckshop Manager or Principal;

Specific responsibilities in relation to our Mission and Ethos

• incorporate Loreto’s Mission Statement, its principles and values into library practices;
• role model Christian values in all dealings with students, staff and parents;
• fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
• participate in community events

Specific responsibilities in relation to community

• provide consistent public support both within and outside of the College for school-wide policy initiatives and strategic plans;
• maintain a professional standard of dress in accordance with the College’s Staff Dress Guidelines;
• communicate effectively with staff to assist them in supporting the students’ development and well being;
• have good interpersonal and communication skills with students, parents, colleagues;

Specific responsibilities in relation to professional learning

• engage in professional development opportunities or associations in relevant areas which are external to the College;
• take responsibility for achieving challenging personal professional goals;
• develop and sustain a positive image and profile within the Loreto community;
• engage in reflective reviews with the Professional and Pastoral Care Advisor;
• take personal responsibility to strive for excellence through the use of reflective practices;

February 2011
Selection Criteria

- Relevant qualifications and/or experience relating to the position.
- Excellent interpersonal, communication and organizational skills;
- Ability to prioritise tasks, use knowledge and initiative to problem solve promptly;
- Ability to work independently, be self motivated and proactive and also be an active and supportive contributor in a team environment;
- Commitment to service and performance excellence and developing positive working relationships that are based on trust, respect, integrity and equality;
- Have an understanding of the Catholic ethos and be supportive of the College’s values and expectations;
Applications

Applications for the position of Tuckshop Assistant should be addressed to:

Mrs Rosalie Gleeson
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- All applicants will be required to undergo a federal police check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.

Included with your application

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 4.00 pm on Monday, 28 February 2011