



Albany Hills State School

Parents and Citizens' Association

Job Opportunity - Tuckshop Assistant at Albany Hills State School

Albany Hills State School P&C Association is looking for a motivated person with a passion for cooking and children's health to join the team.

The person will report to the Tuckshop Convenor and assist in the general Tuckshop operations while working with our team of volunteers. The successful applicant being employed by the P&C Association, will initially work up to 18 hours per fortnight (during school terms) on a casual basis every Monday and a three hour shift each week. There may be requirement for flexible availability during the school term to work on other days.

The position will, on occasion, require the person to operate the Uniform shop for the Albany Hills State School P&C. The operation of the uniform shop includes selling new and second-hand uniforms and accessories to the school community on behalf of the P&C. Ideally the applicant will have some experience in retail operations.

The successful applicant will be required to hold a current Qld Working with Children Check/Qld Positive Notice (Blue Card).

Terms and conditions of employment will be discussed with the successful applicant. Applicants should provide a cover letter and current Resume. The cover letter should briefly include why the applicant is suitable for the position based on below selection criteria:

- Ability to work independently and within a team environment.
- Experience in food preparation and a good understanding of food safety, hygiene practices and workplace health and safety requirements.
- Good communication skills necessary to relate to a wide range of people including staff, volunteers, students and members of the school community and the ability to develop strong working relationships with various stakeholders including the P&C Executive and school administration.
- The ability to problem solve, self motivate and maintain a high ethical and professional standard.
- A willingness to undertake training opportunities in the areas of nutrition, hygiene, working with voluntary workers and general tuckshop issues.
- A commitment to support the values of Albany Hills State School and the P&C

All applications must be submitted and attention to Sharon Chipperfeild (sbchip63@gmail.com) Before 5pm on the 2nd of October 2020.