POSITION DESCRIPTION

Role Title: Parents and Citizens Operations Convenor

Employment Status: Casual Convenor under the Parents and Citizens Associations Retail Award – State 2012 (the Award).

Reports to: The Parents and Citizens Association Operations Manager.

Remuneration: Paid as a Managing Convenor under the Award ($715.70 per week, plus $13.90 supervisor allowance), with final pay based on the number of hours worked per week.

Probation Period: Three (3) months

1. Primary Function

The Brisbane Bayside State College (BBSC) P&C currently operates a canteen, a uniform shop and a café. The P&C is looking for growth opportunities for the business model including opening a new canteen service point in 2015.

This position will support the P&C Operations Manager in the effective and efficient operation of these P&C businesses, in accordance with the policies of the BBSC P&C.

Towards that end, the position will play an important supporting role in continuously improving the P&C operations, growing the P&C’s businesses and supporting the BBSC community.
2. Preferred Characteristics

The P&C is seeking a person who has:
- chef, canteen convenor and/or hospitality experience (highly desirable)
- good organisation skills
- effective communication and interpersonal skills
- competent computer skills
- motivation, enthusiasm and flexibility.

3. Role Duties

The P&C Operations Convenor is responsible for the day-to-day management of the canteen and assisting to manage the uniform shop, café and any other P&C business undertakings. The duties of the role include:

- supervising P&C staff, volunteers and hospitality students employed in all P&C Operations;
- preparing staff and volunteer rosters, under criteria established by the P&C Operations Manager;
- providing excellent service to all students, school staff and other P&C clients, in all service delivery areas (including the Uniform Shop);
- maintaining a pleasant work environment;
- ensuring stock controls are enforced and perform stocktakes bi-annually;
- ensuring food storage and handling complies with food handling & hygiene requirements;
- undertaking a regular review of menus and daily specials for the canteen and café ensuring compliance with Smart Choices;
- ordering stock from approved suppliers, in accordance with stock arrangements approved by the P&C;
- preparing food and drink (including coffee) for sale in the canteen and café;
- responding to catering requests and grow the P&C’s catering business;
- counting and balancing the daily takings in P&C operations as required;
- enforcing cost controls including portion controls;
- contributing ideas to improve the P&C operations for the consideration of the P&C Operations Manager, and encouraging other staff and volunteers to do likewise;
- observing workplace health and safety practices in all P&C operations, and notifying the P&C Operations Manager of any potential or actual hazard or any dangerous incidents; and
- acting on any other reasonable request made by the P&C Operations Manager.
4. **Requirements of the role**

The successful candidate will need to hold, or be willing to obtain:

- a Working with Children (Blue) Card, and
- a food safety supervisor’s certificate.

The cost of these requirements will be covered by the BBSC P&C.

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**Acknowledgement**

I, .......................................................... acknowledge that I have read and understood the duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

**Employee**

Name: ........................................................

Signed: ........................................................ Date: .........../....../......

**BBSC P&C President**

Name: ........................................................

Signed: ........................................................ Date: .........../....../......