



## **ST. PATRICK'S PRIMARY SCHOOL, GYMPIE**

### **GUIDELINES AND PROCEDURES FOR OPERATION OF SCHOOL TUCKSHOP**

#### **Purpose of Tuckshop**

Our school tuckshop operates on Monday, Wednesday and Friday to:

1. Provide an enjoyable and nutritious menu in line with the Smart Choices Healthy Food and Drinks Strategy;
2. Assist in developing positive eating habits;
3. Develop children's awareness about food choices;
4. Raise funds to aid the development of the school.

#### **Management of the Tuckshop**

A committee comprising of parents, an elected staff member, the tuckshop convenor, a member of the school finance staff and the Principal is responsible for the operation, management and efficiency of the Tuckshop.

Parents indicate their willingness to be on the committee by responding to the annual Tuckshop Return form.

Committee meetings are held each semester and on a needs basis to deal with specific issues.

#### **Role of the Tuckshop Committee**

1. To support the Tuckshop Convenor;
2. To be the decision makers in relation to operation, management and role of the tuckshop;
3. To oversee the effective management of the tuckshop;
4. To ensure that the tuckshop runs as a profitable organisation within the school annually.

#### **Finances**

1. The items are to be individually marked up at 33.3% on purchase prices;
2. Automatic increases are to occur in line with retail increases;
3. The Convenors' wages are paid through Brisbane Catholic Education's payroll system. All wage increases need to be reflected in price increases for products sold at the tuckshop.

## **Role Statements**

### **Tuckshop Convenor/s**

1. The Tuckshop convenor is employed for 17 hours/week.
2. The assistant convenor is employed for 9 hours/week.
3. Duties of the Tuckshop convenor include:
  - being a member of the Tuckshop Committee;
  - being responsible for the operation of the tuckshop;
  - coordinating the work of volunteers;
  - training new volunteers;
  - ordering goods from suppliers;
  - checking deliveries;
  - organising invoices for payment by school finance staff;
  - preparing daily takings for banking;
  - conducting a stocktake at the end of each semester;
  - ensuring that equipment is used correctly, cleaned promptly, well maintained and repaired when necessary;
  - being familiar with relevant Workplace, Health and Safety and Food Handling regulations;
  - cooperating with the school when changes in the program affect tuckshop routine.

### **Volunteers**

1. Volunteers are highly valued and recognised for the important role they play in the running of the tuckshop.
2. Volunteer workers are covered by insurance; however they need to sign in and out in the register book which is provided in the tuckshop before commencing duties. As well as for insurance reasons, this is a safety requirement.
3. Volunteers need to be listed on the School Volunteer Register and have signed Volunteer Suitability Declaration.
4. Volunteers need to have completed mandatory student protection training.
5. Volunteers and convenors may choose one (1) menu item for lunch. Tea and coffee is provided. Any other items must be paid for by the volunteer/convenor.
6. Volunteer hours of duty are from 8.45am – 11.30am. Lunch is provided at 11.30am.
7. Volunteer duties include:
  - Collation of orders;
  - Preparation of food;
  - Washing up;
  - Cleaning the bench tops and tables,
  - Sweeping the floors.