

## Tuckshop Volunteer Sample Position Description

<b>Role Title</b>	Tuckshop Volunteer
<b>Role Description</b>	To support the Tuckshop Convenor in the day-to-day operation of the tuckshop in accordance with the policies of <i>[insert school name]</i> P&C Assoc. The tuckshop is operated to provide a nutritious, safe and viable food service for all students and staff of the school.
<b>Reports to</b>	Tuckshop Convenor
<b>Volunteer Hours</b>	<i>[insert hours] Example: 4 hours per fortnight or as negotiated with the volunteer.</i>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Assist with collation of orders</li> <li>- Assist with preparation of food as requested</li> <li>- Assist with packing of orders</li> <li>- Assist with distribution of orders</li> <li>- Restocking fridges, freezers and display stands</li> <li>- Stack/unstack dishwasher</li> <li>- <i>[list other duties as required]</i></li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>- Reliability</li> <li>- Excellent personal hygiene</li> <li>- Ability and willingness to follow directions</li> <li>- Enjoy working in a team environment</li> <li>- Enjoy working with children</li> <li>- Some spare time to give</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>- Learn new skills and meet new people</li> <li>- Contribute to the school community</li> </ul>
<b>Training (will be provided)</b>	<ul style="list-style-type: none"> <li>- Smart Choices Healthy Food &amp; Drink Supply Strategy</li> <li>- Safe food handling practices &amp; WH&amp;S practices</li> </ul>
<b>Requirement</b>	Current Blue Card

