



P&C Retail Manager Position Available

Delaney's Creek State School P&C Association are seeking qualified applicants to apply for the position of Retail Manager. The successful applicant will be responsible for all retail operations of the P&C Association which includes the tuckshop, uniform shop, canteen at events and supporting the executive team at all fundraising events.

Start Dates: This position will start in the new school year, February 2026.

Hours: Working hours are flexible. Tuckshop will be open Monday and Thursday – 9am to 2pm. 15 hours paid per week with some volunteer hours required. No work on public holidays or school holidays. There may be an option for bonuses based on performance.

Pay: Casual position – Retail Manager Level 1. Award conditions and payment as per *Parents and Citizens Associations Award – State 2016 (Qld)*. The current rate of pay is \$33.33/hr.

Details of the Role:

To oversee the day-to-day operation of the Tuckshop, Uniform Shop and Events required by the P&C. You will be responsible for the effective and efficient management of these retail operations and will abide by the guidelines and processes set by the P&C Association, the School, Education Queensland and the Queensland Association of School Tuckshops (QAST).

Duties will include:

- Prepare and run tuckshop on Mondays and Thursdays
- Processing and fulfilment of uniform shop orders on weekly basis
- Ordering and receiving or collecting stock from suppliers on a regular basis.
- Maintain high standards of hygiene in storing, handling, preparing, and serving food and in accordance with any applicable mandatory food safety legislation.
- Preparing and providing seasonal menu and adhering by QAST Smart Choices guidelines
- Order Management – use of online ordering systems
- Responsible for uniform and tuckshop mobile phones and communication with parents and the school
- Provide training, supervision, and support to all Tuckshop volunteers.
- Prepare the volunteer roster and assist with the recruitment of new volunteers.
- Ensure a pleasant working environment for all volunteers.
- Prepare a written report for the P&C President to present at P&C meetings.
- Perform a stock take regularly to ensure accurate levels of stock are maintained
- Organise and run canteen at Cross County, Athletics Day, Disco's and other P&C events
- General support to the Executive Team at all fundraising events as required

Desirable Qualities:

- ESSENTIAL: A current Blue Card (Working with Children check). The successful applicant MUST hold a Blue card prior to commencing the role.
- Experience with food preparation and handling practices. Must have (or be willing to undertake training for) Food Safety Supervisor Certificate.
- Previous retail experience is required
- Demonstrated ability to follow procedures and direct instructions.
- Demonstrated ability to work under pressure and meet deadlines.
- Self-motivation to work independently with integrity. Creative flair with food would be advantageous.
- Excellent interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes.
- Maintain positive and respectful relationships with students, parents, staff, P&C executives, suppliers, and other relevant parties.
- Sound knowledge of key policies and legislation (including Workplace Health and Safety legislation, Student Protection Policy, Queensland Smart Choices Guidelines for schools).

Application Process:

Please send all applications via email to pandc@delaneyscreekss.eq.edu.au and include your current resume and two references/referees

Applications close 6.00pm on Friday 10 October

Successful applicants will be short listed for an interview with the P&C Executive team by Friday 17 October.

All applications will be acknowledged and treated with the strictest confidence. Any questions can be directed to the P&C Treasurer Alana Lowe at pandc@delaneyscreekss.eq.edu.au