



Tuckshop Supervisor – Holland Park State High School

Looking for a rewarding role in a welcoming school community? Holland Park SHS P&C Association is seeking a friendly and reliable **Tuckshop Supervisor** to lead our school tuckshop during Term 4, with the possibility of extension. This role is perfect for someone who enjoys working with people, has a flair for organisation, and wants to make a positive impact every day.

Position Details

- **Employment type:** Term-time employee (32 hrs/week during school terms)
- **Rostered hours:** Between 7:30am and 2:30pm, school term days only
- **Duration:** Term 4, 2025 (with potential extension)
- **Location:** Holland Park State High School
- **Pay:** In line with the *Parents and Citizens Association Award – State 2016 (Retail Operations Stream)*

About the Role

The Tuckshop Supervisor will oversee all aspects of the tuckshop, ensuring the smooth delivery of high-quality, freshly prepared food and drinks. You'll provide excellent customer service, support volunteers, and maintain strong communication with the P&C Executive and school community.

Key Responsibilities

- Lead the day-to-day running of the tuckshop, ensuring smooth and efficient service
- Supervise and support staff and volunteers, fostering a positive team environment
- Ensure stock is well-managed through ordering, deliveries, and regular stock-takes
- Maintain high standards of food safety, hygiene, and compliance with regulations
- Contribute to creative, healthy, and affordable menu planning in line with community needs
- Keep open and effective communication with the P&C Executive and school community

What We're Looking For

Essential

- Strong organisational, communication, and problem-solving skills
- Ability to adapt in a busy, dynamic environment
- Commitment to food safety, OH&S standards, and service excellence
- Current Paid Blue Card (or eligibility to obtain)

It would be a big plus if you have:

- Experience working in a school tuckshop or canteen
- Familiarity with "School24" POS or other point-of-sale management systems
- Background in retail, hospitality, or food service management

How to Apply

If you're enthusiastic about great food, enjoy working with our young people, and would like to make a positive difference in our school community, we'd love to hear from you!

Please send your **CV** and a **short cover letter** outlining why you'd be a great fit to:
hollandparkshspc@gmail.com