

POSITION DESCRIPTION

Job Title:	Tuckshop Assistant	Classification:	Retail Assistant
Stream:	Retail Operations Stream	Reports to:	Tuckshop Convenor

Position Summary

- Provide assistance in food preparation in the tuckshop under the direction of the Tuckshop Convenor;
- Check and record deliveries;
- Check temperatures;
- Serve customers;
- Contribute to the review of new food products and assist in the implementation of any special tuckshop project;
- Count, rotate and store stock;
- Basic cleaning duties;
- Cash handling; and
- Assisting volunteers when required.

Essential Criteria

- Relevant qualifications and/or experience relating to the position;
- Excellent interpersonal, communication and organisational skills;
- Ability to prioritise tasks, and use knowledge and initiative to problem solve;
- Commitment to service and performance excellence;
- Understanding of workplace health and safety requirements; and
- Hold a valid paid Blue Card.

Last reviewed: March 2026