

WE'RE HIRING – TUCKSHOP CONVENOR

Cranbrook State School P&C – Cranbrook, QLD

Permanent Part-time (30 hrs/week, term-time)

Commencing: Monday 3rd November 2025

Cranbrook State School P&C is seeking an **energetic, organised Tuckshop Convenor** to lead the day-to-day operations of our busy tuckshop. This is a fantastic chance to be part of a community-focused school, guiding a small team of staff and volunteers to provide **healthy, affordable food choices** for students and staff.

Key responsibilities

- Manage daily tuckshop operations
- Order stock and plan menus in line with **Smart Choices** guidelines
- Supervise and support staff and volunteers
- Manage finances, record-keeping, and reporting to the P&C
- Ensure compliance with food safety and WHS requirements

About you

- Current **Blue Card (Working with Children)**
- Experience/qualifications in retail, hospitality or food service
- Strong organisational and financial management skills
- Supportive team leader with great communication skills
- Knowledge of food safety and handling procedures



What we offer

- Permanent part-time role during school terms (approx. 30 hrs/week)
- Hourly rate in line with the **Parents' and Citizens' Associations Award – State 2016**
(Level 1 or 2 Retail Manager, dependent on qualifications; starting from \$25.70/hr)
- A rewarding role within a supportive school community



How to apply

Please email your **cover letter and CV** to Deana Edwards at dedwa153@eq.edu.au by **Friday 24th October 2025, 3:00pm**.

Note: Appointment is subject to Blue Card clearance and Criminal History Check.