



**Tuckshop Assistant**

**Contact Us**

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🌐 | [mcc.qld.edu.au](http://mcc.qld.edu.au)

*Join Our Team! >>>>*

Mackay Christian College is a dynamic, leading school with enrolments of 900+ students in 2024. It is a multi-denominational, co-educational Christian College (Early Learning to Year 12) committed to providing a safe environment in which students can develop academically, spiritually and socially through quality curriculum and dedicated, caring staff.

**We are seeking a Tuckshop Assistant on a permanent part-time basis, during term time (Monday to Friday, 7:00am to 2:30pm), to commence as soon as possible.**

The Tuckshop Assistant provides a service to the College by offering healthy, quality food and beverages to the student body to purchase. The position may be asked to assist with catering small luncheon or morning tea items for visiting professionals when at the College for meetings or professional development.

The Tuckshop Assistant reports to the Tuckshop Convenor.

**Your responsibilities will include:**

- operating routine tuckshop equipment such as a computer, phone, slicer, pie warmer, etc
- performing general clerical duties such as filing, maintaining records, etc
- communicating any concerns about students, staff, parents or issues to the Tuckshop Convenor
- respecting students', families' and employees' confidentiality
- maintaining the correct cash handling procedures on a daily basis
- preparing and clearing away materials or food for sale on a daily basis
- maintaining an organised and tidy environment
- sanitising and cleaning equipment to the standard outlined by the Tuckshop Convenor on a daily basis
- monitoring and maintaining the ordering of food products, containers and chemicals in liaison with and directed by the Tuckshop Convenor

- showing tolerance and patience towards students
- ensuring a safe environment for students, staff, parents and visitors.

### **Skills Required:**

- demonstrated ability to organise individual workloads to meet deadlines, commitments and client service standards
- demonstrated well-developed communication, interpersonal and negotiation skills with all stakeholders
- ability to work as part of a team and establish good working relationships with staff at all levels
- commitment to being punctual to work, highly organised and self-motivated
- ability to work autonomously and make decisions as required
- excellent time management

You will work for a Christian College that values its people and promotes leadership and innovation. We respect professionalism and embrace and encourage a balance between work and life commitments.

Online Non-Teacher Staff Application forms are available from the College website: <https://mcc.qld.edu.au/careers>. **To apply, complete a Non-Teacher Staff Application form, attach a copy of your CV and send both to:**

The Principal's Assistant  
[mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au)

**Include as your email subject line:** "Application for Tuckshop Assistant".