

# POSITION DESCRIPTION

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**Position:** Sports Canteen Convenor

**Classification:** School Services Staff Classification Level 3, Step 1

**Employment Type:** Part-time Term-time (minimum of 9 hours per week)

**Reports to:** Tuckshop Convenor

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## Position Purpose

The Sports Canteen Convenor is responsible for the efficient and professional preparation and operation of the Villanova Park and Goold Hall canteens. In consultation with the Director of Sport and Sports Club President, the Sports Canteen Convenor is required to establish a timeline of events conducted at both venues and plan accordingly.

*Please note: Flexibility with hours worked is a requirement of the role. Additional hours may be required, and the successful candidate must be available to work Saturdays.*

## Reporting Relationships

The position reports to the Tuckshop Convenor and involves collaborative working relationships with the President of the Sports Club, Director of Sport, Business Manager, Tuckshop Convenor and other staff, parents and volunteers of Villanova College.

## About Villanova College

Villanova College is an independent Catholic school for boys under the care of the Augustinian Order. It was founded in 1948 by five Irish priests on a 10-acre property in Hamilton, with the large onsite residence, called 'Whinstanes', functioning as three classrooms, a chapel and sacristy.

The College moved to its present site in Coorparoo in 1954, where it still sits on the grounds of historic home 'Langlands'. From 40 students to over 1,500, Villanova has continued to grow into the close community we now cherish today.

The Augustinian Order has a long history in education reaching back 750 years, and Villanova has made a love of learning and pursuit of understanding part of its character since day one. This unrelenting pursuit for knowledge and understanding ensures our lives will be based on truth, for it is truth that conquers. This is reflected in the College motto: Vincit Veritas ("Truth Conquers").

Villanova College prides itself on being an equal opportunity and family-friendly workplace. The College employs over 250 staff across a variety of areas and all staff play a valuable role in supporting the College in making a difference in each young man's life.

Our goal is to facilitate a supportive and collegial work environment to assist staff to produce exceptional outcomes for the young men and for their own professional development and job satisfaction. The College offers a variety of different benefits to staff, including opportunities for professional development, career progression and a wellbeing program. A distinct feature of our Augustinian values is the strong sense of

welcome and community that unites staff, parents and students. We treasure open, friendly, and caring relationships between teachers, staff and students, and welcome people of all faiths and denominations to share our story of hope as we strive for excellence in boys' education.

## Responsibilities

- Ensure canteen staff and volunteers are aware of all canteen policies and procedures.
- Develop positive relationships with staff, students and volunteers.
- Open and close canteen as per allocated times.
- Preparation of menu in consultation with relevant stakeholders.
- Guide volunteers in preparing and selling menu items.
- Serve students, staff and parents.
- Establish effective communication with Director of Sport, Business Manager, staff, volunteers, and suppliers to ensure effective operations of the canteen throughout the school year.
- Attendance at sport club meetings (6 per year).
- Ensure timely and effective promotion of the canteen.
- Liaise with the Canteen staff and volunteers to ensure all operational matters are attended to.
- Maintain and update manuals, policies, and procedures for the canteen, as required.
- Under the guidance of the Director of Sport, Tuckshop Convenor and the Business Manager, ensure effective financial management of the canteen.
- Order stock to meet demands and effectively manage supplier relationships.
- Manage stock expiry dates to minimise wastage or spoilage of food.
- Ensure security of cash and keys, and that only authorised personnel enter the canteen.
- As required, support the planning of special sport event dates, times, target audiences, products, expenses, estimated profits, communication requirements, equipment, helpers, stock etc.

## Role Requirements/Key Criteria

1. Demonstrated experience as a canteen supervisor/similar position, with the ability to lead, plan, organise and problem solve the day-to-day operations of the canteen, including financial aspects.
2. Possess a demonstrated high regard for customer service and the ability to work harmoniously with others, liaising professionally and confidently with staff, students, parents and various external stakeholders.
3. Intermediate computer skills in Microsoft Excel, Word and Outlook, combined with the ability to operate cash/efit payment facilities.
4. Current Safe Food Handling Certificate or ability to acquire.
5. Possess high level organisational skills combined with excellent written and interpersonal communication skills.

## Additional Essential Requirements

- Applicants must hold a Current and valid Blue Card (Working with Children Check).
- Commitment to the Catholic and Augustinian ethos of the College.

## Application Process

To apply for this role, please forward a cover letter and a current resume via email to [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).

Please note that applications will be progressed as received and referees will be sought from candidates following the interview process.

Applications close **9:00am, Friday 23 February 2024**.

For further information or for a confidential discussion please contact Human Resources on (07) 3394 5511. We respectfully advise that no agency applications will be considered at this time.

## Additional Information

Villanova College is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.

At all times, the Sports Canteen Convenor must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

This position carries no inherent delegated authority regarding expenditure of funds or supervision of other position holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

Terms and Conditions of employment are as per the [Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026](#).

Please note: This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may inevitably be required in the future. Villanova College will engage in consultation to align any required change with both the employee's and the company's goals.

*Villanova College acknowledges the traditional owners and custodians of the land on which we work and study, the Yuggera and Turrbal peoples and their living culture. We pay our respects to them and their Elders, past and present, for their care of the land and waterways, and pay tribute to the unique role they play in the life of this region. Villanova College has always been, and always will be, a place of teaching and learning connected to Country, culture and community.*