



# SELBORNE COLLEGE

FROM THE HEADMASTER

Selborne College, one of the leading boys' schools in South Africa, has a strong value system and is a well-established holistic school with a rich tradition in Academics, Sport and Cultural activities. The School Governing Body invites applications from suitably qualified and experienced candidates for the following position:

## TUCKSHOP & CATERING CONVENOR

1 JANUARY 2025

The candidate, reporting to the Headmaster, should be a dedicated, hardworking individual with the following competency profile:

1. Previous experience in food service, catering or hospitality preferred
2. Strong organisational and time management skills
3. Ability to work under pressure, problem solve and deliver accurate results
4. Excellent communication and interpersonal skills
5. Ability to work collaboratively in a team environment
6. Financial Management skills
7. Willingness to work on Saturdays and school holidays
8. Demonstrate a high sense of responsibility and deadline driven
9. Possess strong administrative skills and be computer literate
10. Has a clear understanding and passion for the school

If you meet the criteria and are suitably qualified, please complete the application form via the link <https://tally.so/r/nPXovb> and hand deliver the original CV and references to:

**THE HEADMASTER – Selborne College**

**Closing date for all applications: 31 October 2024**

If you have not received communication from the school by **15 November 2024**, consider your application unsuccessful, and no additional correspondence will be pursued.

*In line with POPIA (Protection of personal information Act) we will attempt to ensure the confidentiality of all data collected. By submitting an application, you accept this disclaimer.*

Selborne College reserves the right not to make an appointment.  
An application in itself does not entitle the applicant to an interview.

## **JOB DESCRIPTION**

### **Duties and responsibilities pertaining to Tuckshop | Catering Convenor at Selborne College**

**The Tuckshop and Catering Convenor** is responsible for managing the School Tuckshop operations and all catering for school events.

#### **TUCKSHOP and CATERING**

1. Working hours are from 07h30 – 16h00 daily. In addition, after hours will be required for special events, Derby Days, School Holiday events, meetings and at the discretion of the Headmaster.
2. Prepare and present food items in a professional manner.
3. Knowledge of nutrition and healthy eating practices for children.
4. Menu planning.
5. Foster a positive and collaborative work environment.
6. Manage and control Inventory.
7. Manage cash handling and control of tills.
8. Manage Supplier Relationships.
9. Forecast and order of products.
10. Cost and price of goods.
11. Maintain accurate financial records, daily sales reports and expense tracking.
12. Ensure that the General Assistants utilise but do not abuse any times allocated for tea and meals.
13. Supervise the work of the General Assistants in ensuring that the Tuck shop and any event areas pertaining to the school, are maintained in a clean and hygienic condition.
14. Maintain all health and safety standards.
15. Prepare work schedules for the General Assistants who work inside the tuckshop / school building, ensuring that there is an equitable distribution of responsibilities.
16. Check on a regular basis to ensure that allocated work is being done and that it is being done correctly and efficiently.

17. Where required, train General Assistants in order to assist them to be more effective in performing their duties.
18. Manage the moms who assist with duties.
19. Motivate the provision of any equipment that is required for the general cleanliness of the school to be carried out effectively and report any defects that may exist in respect of equipment used to keep the building clean.
20. Ensure particularly that all areas of the Tuckshop are maintained in a healthy manner and ensure that supplies of toilet paper, hand soap, towels and other requirements are available, in place and in good condition especially when functions & events are booked.
21. Report any areas of the Tuckshop that require attention because of damage, need for maintenance or any other reason.

## **EVENTS**

1. Assist, and be present, with the organisation of all catering and set-ups for staff functions or for all functions related to the school for events, sport or cultural activities (e.g. Derby Days, Cricket lunches and Staff lunches etc.).
2. Assist with all preparations relating to school functions where parents or others will be visiting the school in conjunction with the Mothers' Committee Chairlady or Father's Club Chairman (e.g. catering, flowers, décor and setting up of venues for Founders Day, Prize Giving, Matric Dance, Valedictory, Academic Dinner, Parent Information/PTA Evenings etc.).
3. Manage each event in person and organise the clearing and cleaning up after functions/ events.
4. Liaise with PTA/Mothers' Committee and the schools internal Events Co-ordinator regarding their assistance with school functions, serving in the tuck shop, and providing flowers when required.

## **GENERAL**

1. Assist with general administrative tasks as required.
2. Perform any other tasks reasonably allocated by the Headmaster or a person so delegated by him.