West End State School P&C - Liaison Officer Position Descriptions

Swim Club Officer

West End State School P&C run a swimming club term 1 and term 4 on Thursday night (week 2-week 8) 6pm – 8pm. All WESS students of varying levels are welcome.

The Swim Club Officer is responsible for:

- Setting up the swim club events in the App (written procedure available)
- Promoting the events on social media/school newsletter (Facebook posts and calendar events)
- Organizing volunteers for starting/marshalling / time keeping BBQ & food service
- Arranging paid "lifeguard"
- Locking up at the end of the evening
- BBQ
- Reporting on any Swim Club activities and motioning for any needed expenditure at a General Meeting
- Manage and work alongside volunteers – seek volunteer support as needed

BBQ involves

- Pre-ordering food, moving food from tuckshop to pool – ordered from tuckshop
- Purchasing drinks – ensuring cold
- Ensuring BBQ has gas – move from admin location /return
- Setting up tables for serving
- Buying (on the day items) including ice, tomatoes, lettuce
- Ensuring food preparation area clean
- Ordering supply of serviettes/cardboard serving plates
- Washing aprons and tea towels
- Collect money (electronically) for food and entry fee
- Ensure EFTPOS machine available (cashless)

A run sheet (cheat sheet) is available showing food orders

Uniform Shop Liaison Officer

West End State School P&C run a uniform shop open from Mondays 8.00am – 9.30am and Thursdays 2.00pm – 3:30pm

The Uniform Shop Liaison Officer is responsible for:

- Assisting in any recruitment of new staff
- Reporting on any Uniform shop activities and motioning for any needed expenditure at General Meetings
- Advocating for the Uniform Shop service and its resourcing needs to ensure a quality service
- Manage and work alongside volunteers – seek volunteer support as needed
- Assist with stock take and ordering new stock
- Help promote Uniform Shop information on social media, in school newsletter and P&C newsletter
- Supporting the development of the Uniform Shop portion of the P&C budget including projected profit and expenditure.

Tuckshop Liaison Officer

West End State School P&C Association run a multi-award winning Tuckshop that provides high quality, affordable food to the school staff and students. The P&C also provides a Café that operates within the Tuckshop facility. The Tuckshop has a team of dedicated staff and volunteers from the P&C community, while the Café has a team of baristas.

The Tuckshop Liaison Officer is responsible for:

- Reporting on any Tuckshop and Café activities and motioning for any needed expenditure at General Meetings
- Advocating for the Tuckshop and Café and their resourcing needs to ensure a quality and professional service
- Assisting with recruiting volunteers, including working with and alongside the volunteer team
- Assisting with any recruitment of new staff
- Assisting with menu planning and design as needed
- Promoting the Tuckshop and Café on available communication channels, such as social media (Facebook) and school newsletters
- Organising annual 'Tuckshop Day' celebrations
- Assisting with the compliance with Workplace Health and Safety Guidelines and Child Protection requirements of the School
- Supporting the development of the Tuckshop and Café portion of the P&C budget including projected profit and expenditure

Grants Officer

As a not for profit organisation, WESS P&C is able to apply for various grants to help benefit the school community. This position has the responsibility of effectively

undertaking the administration of grants and contributions as well as the initial investigation and recommendation of funding opportunities.

The Grants Officer is responsible for:

- Liaise with P&C to source funding opportunities for identified and approved projects, events and infrastructure for the School
- Work with appropriate officers, school staff and Executive Members for the preparation of approved project estimates, planning, works, programs and project management arrangements
- Write ssubmissions for grants for projects
- Proactively working with finance to develop the financial components of grant applications
- Liaise with Finance team to ensure grant funds are appropriately reported and acquitted
- Review funding agreements to capture all relevant milestones and recipient obligations in accordance with policy and procedures
- Help maintain a whole of organisation grants register of all grant applications, claims and payments