

OPERATIONS MANAGER
BAY VIEW STATE SCHOOL P&C ASSOCIATION

SUPPORTING STATEMENT

Under the current structure, the uniform shop and Café operate with paid and volunteer convenor positions. These positions are required to cover a variety of tasks related to the daily operation and overall management of these profit centres. Both positions have P&C approval as paid positions.

It is anticipated that the P&C will assume responsibility for the after school hours management of the Community Hall as soon as practical.

Implementation of a formal Operations Manager position will enable the overall management of the profit centres to be allocated to a suitably qualified and committed person. It is anticipated that the position will enhance:

- Overall profitability for the individual profit centres by applying a structure approach to operations;
- Compliance – adherence to departmental code of practice and relevant legislation in order to support audit requirements;
- Volunteer recruitment – dedicated focus on recruitment and support of volunteers;
- Purchasing agreements – dedicated focus on procurement and;
- Commitment to task – Currently overseeing and directing the different profit centres requires commitment from a variety of stakeholders including the Executive committee of the P&C, Principal and other staff from Bay View State School. It is anticipated the role of Operations Manager would reduce if not eliminate much of this work.

OVERALL PURPOSE OF THE JOB

The Operations Manager will be in charge of the day to day operations of the Bay View State School P&C Café, Uniform Shop and Community Hall including, but not limited to, effective and efficient operations in accordance with policies and procedures as determined by the Bay View State School P&C (BVSS P&C) and relevant legislation.

PRIMARY DUTIES & RESPONSIBILITIES

- Supervision of and participation in daily operations in both the Café and Uniform shop during operational hours. The OM will be on site and taking an active role in preparation and service during all opening hours;
- Stock analysis and preparation of purchase orders, stock takes and subsequent reporting with a focus on ensuring stock is always available;
- Recruitment, training and supervision of volunteers for Café and Uniform Shop and special events where the Café or Uniform shop is operational;
- Receiving and responding to enquiries pertaining to use of the Community Hall by interested community groups;
- Maintenance of an appointment book for use of the Community Hall ;
- Supervision of Community Hall bookings including communication with Bay View staff to grant access and ensure the property is secure before, during and after use of the hall;

- Preparation of operational and financial reporting for all areas (Café, Uniform Shop and Hall) as determined and required by the P&C Constitution;
- Banking and maintenance of all financial records for Café, Uniform Shop and Community Hall and;
- Reconciliation of daily operations for Café, Uniform Shop and Community Hall.

THE OM POSITION REPLACES THAT OF THE EXISTING CONVENORS. WE WILL NOT BE EXPECTING VOLUNTEERS TO TAKE ON ANY DUTIES ADDITIONAL TO THOSE THEY ALREADY PERFORM.

OPERATIONAL HOURS

DAY	CAFE	UNIFORM	HALL
Monday		8:15am – 9:15am 2:00pm – 3:00pm	
Tuesday		8:15am – 9:15am 2:00pm – 3:00pm	
Wednesday	8:00am – 1:30pm		
Thursday	8:00am – 1:30pm		
Friday	7:30am – 2:30pm		
Non-allocated		1 hour per week	3 hours per week
Total	17 hours (includes 30 min meal break each day)	5 hours	3 hours

The position will be offered on a permanent part-time basis. By doing so the P&C hope to attract to the position someone who is interested in being in the job for an extended period of time, as well as someone with a suite of skills to cover the required duties.

Making the position permanent part-time also ensures the P&C know exactly how much the position will cost each year and cut back on the time taken to administer a casual position.

The OM will also be expected to work extra hours to cover Accumulated Days Off (ADO's) during school holidays. These activities may include, but are not limited to:

- extra time to set up Community Hall contracts, bookings and timetable;
- running Café for school functions such as discos and movie nights and;
- opening Uniform Shop extra hours at the beginning of the school year.

Working in consultation with the P&C executive, the OM will develop a strategy to ensure the smooth running of all operations, including a contingency plan for when the OM is unable to perform expected duties.

FINANCIAL POSITION

Our projection for 2014 is below.

Figures for Café, Uniform and fundraising events are profit figures, meaning the cost of goods to run these events have already been taken into consideration and therefore do not appear in the outgoings column. The cost of wages has been added back into the Café income projection as it then comes out in the outgoings.

INCOME	
AREA	PROJECTED PROFIT
PCYC Guaranteed	\$20 000
PCYC additional hire	\$ 7 500
Community Hall – Out of School Hours Hire	\$16 000
Sponsors	\$ 9 000
Uniform Shop	\$10 000
Cafe	\$20 000
Trivia Night	\$ 3000
School Stalls	\$ 2000
Movie Night	\$ 1500
TOTAL INCOME	\$94 000

OUTGOING	
AREA	PROJECTED COST
School donation	\$20 000
Insurance	\$ 2 000
Operations Manager	\$30 000
TOTAL OUTGOING	\$52 000

This projection clearly shows that even with an OM, we look at clearing around \$40 000 in 2014.