

POSITION DESCRIPTION

The Canteen Manager will be responsible for the effective and efficient operation of the College Canteen, providing exceptional customer service, best practices and fostering positive relationships within the Salvado Catholic College Community.

ORGANISATIONAL STRUCTURE

The Canteen Manager will be:

- Directly responsible to the Principal
- Expected to liaise with the Administration Officers and Head of Finance

ESSENTIAL CRITERIA

- Be fully supportive of the objectives and ethos of Catholic education.
- A willingness to learn, have a positive attitude and the ability to work cooperatively with students, staff, parents/carers and volunteers.
- Have excellent interpersonal and organisational skills.
- Demonstrate initiative, flexibility and the ability to work independently.
- Possess relevant School Canteen experience in food preparation and menu planning in line with Canteen policies.
- Have knowledge of School Canteen food traffic light system.
- Have experience dealing with suppliers, ordering and exercising stock control.

ROLE DESCRIPTION & RESPONSIBILITIES

Hygiene and Food Safety

- Keep up to date with School Canteen food traffic light system.
- Establish menus in accordance with current canteen policies and have canteen committee ratify new menus.
- Have an awareness of the risk food allergies pose.
- Ensure that the correct food and hygiene practices are observed to prevent food spoilage and contamination. Maintain appropriate temperature records as required by the Shire.

Operational Duties

- Deal with suppliers in ordering and exercising stock control.
- Shop for fresh supplies on a weekly basis.
- Responsible for shopping, ordering, purchasing and checking all supplies against invoices and delivery dockets. Preparing and authorising payment of creditors by the Finance Officer.
- Stocktake as required.
- Establish and maintain a roster of voluntary helpers.

Preparation of Food & Catering

- Plan and prepare lunches.
- Serve food and drinks at the times specific and in the matter determined in consultation with the Principal.
- Take orders from and supply lunches to College staff.
- Organise and provide catering for College meetings etc., as directed by the Principal.

Health & Safety

- Ensure risk management protocols and procedures are adhered to ensure risk minimisation.
- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers, students, parents/carers.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal protocols and procedures, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, following College protocols and procedures.
- When required or directed by the Principal, participate in any health and safety training.

Finances & Security

- Keep an accurate record of petty cash expended
- Keep cash securely under lock and key, to check and bank money monthly.
- Responsible for security in the canteen, ensure doors and windows are locked, switch off all appliances and restrict entry to the canteen to only those who are authorised to be there.
- Check cost prices and assess necessary selling prices of goods to ensure profit is achieved at year end.
- Manage collection of outstanding payments.
- Prepare reports each month for the Finance Officer.

Flexibility

- Be flexible and able to work collaboratively with the Principal, Canteen staff and volunteers (a degree of flexibility with hours is necessary as there may be occasions where extra hours/days will be required to cover other staff on sick leave or if the College is holding a function).

Undertake any other duties that may be requested by the Principal.

Qualifications Required

- WASCA certificate in food safety and hygiene handling
- WASCA Traffic Light training
- Current ASCIA Anaphylaxis training (or willingness to complete)
- Accreditation to Work in a Catholic School (or working towards / be prepared to acquire)
- **'CrimTrac' 100 point Check Police Clearance**
- **Working with Children Check**

Qualifications Desired

- Knowledge of QuickCliq online ordering system would be beneficial, but not necessary
- First Aid training (or willingness to complete)