

CANTEEN MANAGER

Position Description

Classification	School Services Officer, Category D – Level 3
Employment Status	Full-time (school term only)
Scope	There is an expression of the role on both the Junior and Senior campus.
Hours of Work	8.00am to 4.06pm. Per the EBA, entitled to pro rata four weeks' paid annual leave per year. Normally work during school term time only and (save for any periods of annual leave) stood down on leave without pay during school holidays. Student free days will be additional days stood down on leave without pay.
Expected level of contact with children and young people within this role: Regular	

Position Purpose

The Canteen Manager is responsible for the effective running of school canteen services, including the management of canteen assistants and volunteers, and ensures the delivery of hygienically prepared and healthy food at an affordable and reasonable price. The Canteen Manager ensures that safe and appropriate practices are followed in relation to hygiene, health laws and regulations in relation to the preparation and serving of food.

Reporting Relationships

Position reports to: Assistant Business Manager on a day to day basis, and accountable to the Business Manager

Leads/Direct reports: Canteen Assistants, Volunteers

Key relationships: College Leadership, Accounts payable/Finance team, external produce suppliers, students

Key Duties & Responsibilities

Includes but are not limited to:

- Planning, organising, and monitoring the day-to-day operations of the canteen, including the rostering of voluntary workers, daily record keeping, opening the canteen, preparation for service.
- Ordering, purchasing and checking all supplies against invoices and delivery dockets.
- Manage budgetary operations, recording income and expenditure items on a daily basis in order to prepare monthly reconciled reports.
- Conduct monthly stocktakes
- Ensure all suppliers / creditors are paid in a timely manner.
- Counting and recording the daily takings.
- Banking the takings daily.
- Ensuring that any cleaning related to the main function of the canteen is carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures).
- Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination. Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices.
- Be responsible for the health, safety and welfare of others in the canteen.

- Ensure security in the canteen such as money, keys, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.
- Ensure a pleasant working environment for the volunteers.
- Treat students with respect, and if problems occur, advise the teacher on duty. In the absence of a teacher on duty, report to the Assistant Business Manager, Business Manager, Deputy Principal or any other member of the College Leadership team.
- Assist with catering of internal functions.
- Induction and training of new staff in the food preparation and other procedures service delivery.
- Coordinate the preparation and serving of food in orderly manner, including counter sales.
- Perform other duties as directed by the Assistant Business Manager, Business Manager, College Leadership or their delegate.

Child Safeguarding

- Be familiar with and comply with the school's child safeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Development

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

General Duties

- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within your hours of work.
- Demonstrate professional and collegiate relationships with colleagues.
- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.

Essential Requirements for the Role

Qualifications & Experience

- Food Safety Supervisor Certificate.
- First Aid Certificate Level 2 (or willingness to obtain one).
- Experience in supervising others.
- Experience in or knowledge of purchasing and stock control.
- Experience in basic accounting principles / overseeing a budget and financial management.
- Previous experience in an educational setting in canteen or food service related management role is highly regarded.
- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check.

Personal Attributes & Skills

- Strong numeracy and literacy skills.
- Well-developed organisational and planning skills.
- Excellent interpersonal skills including ability to engage with young people.

- Strong customer-service focus, with a friendly disposition.
- Ability to work with limited supervision, as well as ability to work collaboratively in a team.
- Capacity to manage own workloads and that of others, to meet required deadlines.
- Competent computer skills and ability to use electronic based school systems.
- Safely conduct physical manual tasks unaided, including standing for stretches at a time, lifting/carrying, pushing/pulling, reaching and bending.

Child Safeguarding

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

Our Vision and Mission

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit.*

Position Description

Authorised by: The Business Manager

Last reviewed: November 2023