

# JOB DESCRIPTION



## POSITION

Education Support Officer-Operational Services

## TITLE

Canteen Manager

### A. Job Specification

#### Summary of Purpose of Position and Its Responsibilities

As a staff member of St Peter's Woodlands Grammar School, you are committed to providing a varied, nutritious and healthy snack and lunch service to the school community.

As the Canteen Manager, you will ensure the efficient operation of the School Canteen. You will work closely with your Line Manager who is the Business Manager.

#### Terms & Conditions of Employment

- This is a 30.0 hours per week temporary part time position.
- This position is classified as a temporary part-time Education Support Officer (Operational Services) Grade 3, and is for 40 weeks per year (during term time).
- Current hours of work will be Monday to Friday, 8.00am to 2.00pm, which includes a half hour lunch break.
- The level of remuneration is established by reference to the School Assistants (Non-Government Schools) Award, and is subject to the current St Peter's Woodlands Enterprise Agreement.
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#### Reporting Working Relationship

Whilst you are a member of the staff of St Peter's Woodlands, you are directly accountable in your day-to-day operations to the Business Manager.

#### Key Responsibilities / Duties Including

- Ensure the Canteen provides a friendly, positive service to the students.
- Develop appropriate menus in consultation with the Business Manager, ensuring the Canteen reflects the school's healthy lifestyle values and adapts to changing customer demand.
- Provide oversight of the Canteen and food preparation areas. This includes ensuring that the cleaning, maintenance of stock, tidiness and booking systems are maintained.
- Ensure appropriate Workplace Health and Safety standards are met.
- Ensure appropriate food safety and food handling requirements are maintained as per appropriate Government/Local Council Authorities.
- Plan daily food supplies needed, place and receive orders, check stock levels and supplies and reconcile invoices.
- Prepare daily lunch orders for delivery on time.
- Provide across the counter sales at recess and lunch times.
- Ensure the Canteen is financially viable by tightly managing supplier costs and efficient product range.

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- Develop, in consultation with the Business Manager, appropriate budgets.
- Manage the Canteen menu and daily transaction processes from Qkr! (online ordering app)
- Undertake daily cash reconciliation, document, and deliver monies to Finance Office.
- Provide monthly financial reports to the Business Manager.
- Develop volunteer rosters and in-service volunteers, and manage volunteers on a daily basis.
- Work with the Canteen Assistant to oversee ordering, including supplies for staff and catering.
- Any tasks as may be requested by the Principal/Business Manager.
- You must comply with all SPW policies and procedures.
- You must comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relations to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.

## B. Person Specification

### 1. Skills & Abilities

- Demonstrated ability to manage your own time independently and effectively.
- Demonstrated ability to use initiative.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work cooperatively with others.
- Demonstrated competency in the use of Microsoft Office Suite.
- Demonstrated ability to present positively and confidently at all times.
- Demonstrated ability to provide appropriate customer service.
- Demonstrated desire to work with and enjoy the company of children.
- Demonstrated experience in budgeting, ordering, stock control and cash management/ reconciliation.
- Demonstrated awareness of current compliancy issues in relation to healthy foods and drinks, and current food handling policies and regulations.

### 2. Essential Experience

- Work in a busy, food services environment.
- Demonstrated experience managing suppliers and stock levels.
- Work in a similar shop front environment.

### 3. Desirable Experience

- Work in a school/early learning environment.

### 4. Desirable Qualification

- Basic Casualty Care, Senior First Aid Certificate, or the willingness to undertake same.
- Mandatory Notification trained.
- Relevant DSCI Clearance.
- A willingness to contribute to the Christian ethos of the school.

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Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Deputy Principal:		Dated:	
Deputy Principal Name:			