



TITLE: Canteen Manager

HOURS FOR THIS POSITION: Your ordinary hours of work will be 8:30 - 2:30pm Monday to Thursday and 8:00 - 2:00pm on Friday during school semesters per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

There is potential for this position to be a job share situation. Days to be worked out with other share manager if suitable.

WAGES: Level 3 in accordance with the Fast Food Industry Award 2010 MA000003

Leave will be accrued on a pro-rata basis, reflecting your regular part-time hours (i.e. 30 hour week).

Lindfield Public School P&C Association ('LPS P&C') operates the School Canteen five days per week throughout the NSW government school term.

As a paid employee of the LPS P&C the Canteen Manager is answerable to the LPS P&C; the employer's representative is the Canteen Convenor.

POSITION DESCRIPTION

Purpose of the position

The Canteen Manager is responsible for the profitable management and day-to-day operation of the School Canteen according to the policies and procedures of the LPS P&C.

The Canteen Manager will support the development of strong relationships within the school community in particular with the students, parents, volunteers, teachers and other school personnel.

Policy

The LPS P&C School Canteen aims to provide healthy, nutritious and hygienically prepared food at an affordable price. We operate under the NSW Healthy School Canteen Strategy. Menu options should always encourage healthy eating habits in our children.

Reports

The Canteen Manager is to provide verbal information and/or a written report each month to the Canteen Convenor who will report to LPS P&C Executive Committee as required. The Canteen Manager is required to attend all Canteen Committee meetings or as determined by the Canteen Committee.

Authority

The Canteen Manager has responsibility for authorising purchases and ordering necessary products to deliver a menu in line with the Nutrition in Schools Policy. The Canteen Manager has responsibility for the day-to-day management of the canteen and direction of canteen volunteers.

Key Responsibilities

The Canteen Manager is responsible for the management of the day-to-day operations of the School Canteen. This includes the following responsibilities:

- Planning, organising, and monitoring the day-to-day operations of the canteen, including daily record-keeping, opening and closing the canteen, preparation and cooking for service and ensuring all volunteers sign in and out;
- Developing, implementing and managing procedures to deliver the food service in line with the new NSW Healthy School Canteen Strategy;
- Providing leadership to canteen volunteers to ensure the delivery of an affordable healthy food service to the school community;



- Ensuring that stock is kept at appropriate levels and a stocktake is undertaken at the end of each school term;
- Ordering, purchasing and checking all supplies against invoices and delivery dockets;
- Authorising payments weekly (i.e. invoices and delivery dockets are to be signed as correct) with notification provided to the Canteen Convenor to allow for account payment by the LPS P&C bookkeeper;
- Operating the Flexischools online ordering software to maintain the menu, manage the day's orders and run reports to show online order statistics as required;
- Ensuring that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on a daily basis;
- Ensuring that food products' prices are monitored and value for money considered;
- Banking the takings as required after deducting an adequate cash float as determined by the Canteen Convenor;
- Using food preparation and food handling skills to minimise waste;
- Implementing procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning;
- Ensuring that food is prepared, stored and served in accordance with health and safety regulations;
- Ensuring all canteen workers, including volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation. A course in Safe Food Handling is required and will be paid for by the LPS P&C, if necessary;
- Co-operating with the LPS P&C/School in organising the ordering, delivery and storage of items for special events being conducted by the LPS P&C and the School;
- Catering for special events and staff events as required;
- Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards every term according to WH&S legislation;
- Counting, recording and reconciling the daily takings according to school policy for safe handling of money;
- Ensuring the security of the canteen for money, keys, computers and printers. The arming of security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only authorised personnel;
- Ensuring that the cleaning incidental to the main function of the canteen is carried out daily (e.g. dusting shelves and stock, wiping down benches, cleaning all equipment and fixtures);
- Logging maintenance issues and adhering to WH&S policies and procedures;
- Ensuring a pleasant working environment for the volunteers to encourage other families to participate;
- Liaising with the Canteen Convenor to maintain volunteer rosters;
- Developing and maintaining the necessary procedures to deliver the food service and document via run sheets for use by new staff and volunteers;
- Attending canteen meetings with the Canteen Committee, the Canteen Convenor and a P&C Executive Representative when reasonably requested by the Canteen Convenor;
- Ensuring that the operation of the canteen is in line with the values of the school community;
- Ensuring that students are treated with respect and dignity and should any issues arise, these will be immediately reported in writing to both the Canteen Convenor and the School Principal.