

## South Grafton Public School P & C Association

**Job Title:** Canteen Manager

**Background:** South Grafton Public School (SGPS) P & C Association operates the canteen 4 days per week (Tuesday – Friday) throughout the NSW government school term. The SGPS P & C regards the canteen as a very important service to the whole school community and has high aspirations for the canteen's operations and ongoing development.

The SGPS Canteen, a sub-committee of the SGPS P & C comprising parents and school staff, is directed to oversee the strategic management of the canteen and to ensure its staff can operate the canteen effectively and profitably, meeting all specified requirements.

As a paid employee of SGPS Canteen, the canteen manager is answerable to the SGPS P & C Association as well as the SGPS Principal. The position is a permanent/part-time position.

**Hours for this position:** The ordinary hours of work will be 8.30am to 2.30pm with a 30-minute unpaid break Tuesday to Friday during school terms, plus some additional hours that are necessary to fulfil your duties or as otherwise required by the employer from time to time. These may be for attendance at meetings or catering for special events.

**Wages:** Level 3, in charge of 2 or more people, with the Fast-Food Industry Award 2010 (MA000003). Leave will accrue on a pro-rata basis, reflecting the regular part-time hours in accordance with the Fast-Food Industry Award 2010.

### **Position Description**

#### **Purpose of the position**

The canteen manager is responsible for the profitable management and operation of the school canteen according to the policies and procedures of SGPS P & C Association, and broader requirements. The canteen manager will support the development of strong relationships within the school community in particular with the students, parents and volunteers, teachers and other school personnel.

#### **Policy**

The SGPS Canteen aims, and objectives are to: provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. As a public school, the Canteen Manager will support and follow the Department of Education's 'Nutrition in Schools Policy' and the Healthy Schools Canteen Strategy. Menu options should always encourage healthy eating habits in our children.

#### **Authority**

The canteen manager has responsibility for authoring purchases/ordering necessary products and produce to deliver a menu in line with the Nutrition in Schools Policy.

The canteen manager has responsibility for the management of the canteen and the supervision and direction of canteen assistants and 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:

### **Canteen Planning and Strategy**

- Developing, implementing and managing procedures to deliver the food service in line with the NSW Healthy School Canteen Strategy.
- Providing leadership to canteen volunteers to ensure the delivery of an affordable food service to the school community.
- Ensuring that food products' prices are monitored and value for money considered.
- Development of the canteen menu, including the possibility of offering special items.
- Ensuring that stock is kept at appropriate levels and a stock take is undertaken at the end of each school term.

### **Canteen Operations**

- Planning, organising and monitoring of day-to-day operations of the canteen, including the rostering of voluntary workers, daily record keeping, opening and closing the canteen, preparation and cooking of service and ensuring all volunteers sign in and out.
- Induction and training volunteers in the food preparation and other procedures.
- Ensuring that the products and services supplied by the canteen are consistently available for the school community to generate consistent sales daily.
- Use 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.

### **Financial Management**

- Ordering, purchasing and checking all supplies against invoices and delivery dockets.
- Counting, recording and reconciling the daily takings according to school policy for safe handling of money.

### **Security, Safety and Hygiene**

- Security in the canteen such as money, keys, alarms, locking all doors and windows, switching off appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.
- Ensuring canteen workers and volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation.
- Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards every school term according to WH&S legislation.
- Ensuring that the cleaning incidental to the main function of the canteen is carried out daily (eg dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures) in accordance with the cleaning procedures set out in the food safety plan.
- Logging maintenance issues and adhering to WH&S policies and procedures.
- Ensuring all students with food allergies and intolerances are catered for in terms of the menu and with all food provision, storage and canteen practice.
- Ensuring all students who are anaphylactic are known, observed and information is conveyed to parent volunteers.

### **Community and School Community**

- Ensuring that the operation of the canteen is in line with the values of the school community.
- Ensuring a pleasant and positive working environment for the volunteers to encourage other families to participate.
- Co-operating with the SGPS P & C Association, in organising the ordering, delivery and storage of items for special events being conducted by the SGPS P & C Association.
- Catering for special events and staff events as required.
- Ensuring that students are treated with respect and dignity, and should any issues arise, these will be immediately reported in writing to both the SGPS P & S Association and the school Principal.