

Canteen Manager Position Description

The Role:

The Canteen Manager co-ordinates the daily trading operations of the school canteen and the provision of nutritionally sound food products for students and staff, ensuring the canteen functions efficiently and economically.

Reports to:

Manager: Business Manager

Supervisor: Accounts Manager

Supervises:

Canteen Assistants and volunteers

Internal Liaisons:

Principal, Administrative Staff, Teaching Staff, Students

External Liaisons:

Parents, Suppliers, Service Providers.

Primary responsibilities:

1. Preparation of Food

- Cooking and presentation of food as required, ensuring that all food items, lunch orders and special orders are available at the relevant times, and are well presented.
- Prepare and make decisions for a healthy Canteen menu.
- Implement and oversee systems with regard to ordering, quality/quantity checking of incoming goods, stock control and rotation, displaying of stock, pricing of stock and selling of stock for the Canteen.
- Provide catering for school functions when required.
- Ensure the Canteen and ancillary areas are kept and maintained in a clean and optimum manner.

2. Customer Service

- Provide quality customer service assistance to all members of the School Community who visit the Canteen.
- Liaise with other members of the School Community to facilitate the use of the canteen by other groups.
- Make note of any behavioural or disciplinary problems and report to the appropriate staff member.

3. Financial Controls

- Undertake the basic financial responsibilities of the Canteen including cash sales, till reconciliation, bank deposits, purchases and general cash book extras.
- Ensure the security of the premises, stock and monies, ensuring access as required to other users of the facility.
- Liaise regularly with the Accounts Manager on the financial operations of the Canteen.
- Ensure the profitability of the Canteen is maintained at all times.
- Undertake regular stocktakes in accordance with advice received from the Business Manager/Accounts Manager.
- Ensure all costs are within budget. Assist with the preparation of budgets.
- Provide advice to the Business Manager on possible operational changes and/or initiatives for the Canteen.

4. Volunteers

- Organise staff rosters weekly and termly to give all volunteers adequate notice.
- Provide training to volunteer staff.
- Co-ordinate end of year thank you for volunteers.
- Prepare notices and promote the activities of the Canteen.

Secondary responsibilities:

5. Perform other related duties -

- Attend meetings as required.
- Provide input to the annual budget as requested by the Business Manager/Accounts Manager..
- Provide input to the Canteen Policy.
- Where necessary pick up or collect products or goods away from the school using your own vehicle. Such travel will be re-imbursed by the College at the College's rate of re-imburement on a kilometre basis.

6. OH & S

- Ensure all relevant Standards are followed, and all Government/local council Regulations etc. are adhered to, including all relevant licences are obtained and maintained. This includes Occupational, Health and Safety standards, policies and procedures, and standards relating to food hygiene.
- Comply with the requirements of the Tasmanian Workplace Health and Safety legislation and Fahan School OH and S policies and procedures
- Liaise with the Business Manager and appropriate staff on matters relating to the occupational health, safety and well-being of students, other staff and visitors
- To the best of the employee's experience and knowledge, provide risk management information, as requested, and of their own initiative
- Make risk prevention a priority whilst undertaking daily tasks in the School's operations
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.

7. Code of Conduct

- Abide by Fahan School's Code of Conduct in the performance of their duties. Furthermore, staff are required to exercise discretion and maintain the confidence of the Fahan School community concerning the activities of the School

8. Conduct other such duties as may be required from time to time by the Business Manager.

Essential Requirements:

- Safe Food Handling Certificate

Desirable Requirements:

- First Aid Certificate