

Castletown Primary School P&C Canteen Manager

Selection Criteria

Essential criteria:

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finance
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community
- High level of written and verbal communication skills
- Knowledge of the Department of Education's *Healthy Food and Drink* policy and Traffic Light system
- Completed, or willingness to complete, Traffic Light training
- Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills
- Current Working with Children Check and Police Clearance
- Current driver's license, reliable vehicle and telephone.

Desirable criteria:

- Tertiary qualifications in canteen operations or similar qualifications e.g. TAFE Canteen Management course
- Experience as a canteen Manager or similar
- Knowledge of the nutritional requirements of school aged students.

Instructions when applying for this position

Applicants must address the above essential and desirable selection criteria in a covering letter, to be considered for an interview.

The application should contain:

1. A resume including your past employment and skills history.
2. Two referees. One would preferably be a current supervisor or manager.
3. A statement addressing the essential and desirable selection criteria.

Applications should be addressed to Sandra Prosser, Castletown P&C President at CastletownPandC@gmail.com.

Applications must be received in full by 5pm, Friday 22 February.

Castletown Primary School P&C

Canteen Manager

Job Description Form

Job description for Canteen Manager

Key duties

- The Canteen Manager will be responsible for the daily operation of the school canteen
- Implement the Department of Education's *Healthy Food and Drink* policy
- It is the Principals responsibility to ensure the school develops a written *Healthy Food and Drink* policy. The Canteen Manager may be required to have input and must ensure a current copy of this policy is on display in the canteen
- Ensure a pleasant working environment for all paid and volunteer workers
- Provide pleasant and positive interaction with school students and staff
- Responsible for securing the canteen during and after hours. Keep the canteen door locked during operating hours and secure the canteen at the end of the daily operations (keys, windows, doors, fridges, freezers) or at any other time that it is left unattended

Stock control

- Order goods from approved suppliers, check deliveries for quantity and quality, and retain correct documentation
- Ensure that stock is kept at an adequate level, is rotated correctly, and is not held in excessive quantities
- Ensure that all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the canteen policy
- If required, shop for goods other than those delivered by suppliers. Financial compensation at Award rates for the time taken to do this will be made
- If required, coordinate with the school principal and/or sponsoring body in organising the ordering and accepting delivery of items for special events being conducted by the school
- Conduct stocktaking when required by the employer, the canteen sub-committee and/or the Parent Body at the end of the year and forward to the treasurer.

Staff and service

- Prepare the canteen for daily operations. Collate all orders and prepare food for sale in an efficient manner with appropriate workflow processes and standardisation and portion control practices thus ensuring wastage is kept to a minimum
- Supervise and instruct paid staff and volunteers in their duties
- Roster staff and volunteers and obtain replacements when necessary
- Welcome and instruct new volunteers to ensure correct food preparation and serving and in the general running of the canteen
 - Make sure they have completed any relevant training (ie food safety handling course), and keep a copy of their certificate on file in canteen.

- Serve students at recess and lunchtimes and on other occasions if required, for example at sports days or special occasions.

Communication

- If required, provide input to the canteen committee and/or P&C President on surveys of the school community to identify the perception of the canteen, usage, and most popular menu choices etc.
- Provide appropriate seasonal menus in consultation with the employer, the canteen sub-committee and/or the parent body
 - Canteen committee to organise design, print, distribution and promotion of seasonal menus
- Ensure that the products and services provided by the canteen are marketed and promoted to generate a high level of daily sales
 - Provide this information to the canteen committee for marketing and promotion
- Consider other business opportunities available to the canteen to further service the school community e.g. catering for meetings and events held at the school
- Attend all meetings of the Canteen sub-committee and/or submit a written report
- Consult with the employer, the canteen sub-committee and/or the parent body with replacement or maintenance of equipment and on any problems arising in the conduct of the canteen
- Notify the employer, the canteen sub-committee and/or the parent body in the event of sickness or absence to enable a replacement to be arranged.

Financials

- Implement correct formulas for applying selling prices to ensure all operating overheads are covered, in consultation with the employer, the canteen sub-committee and/or the P&C Association
- Work in conjunction with the employer, the canteen sub-committee and/or the parent body to ensure that all trading terms of agreement are met in the payment of accounts
- Maintain adequate financial records, including order and daily takings books. Liaise with the financial management team to ensure all earnings and expenditure is accounted for in a consistent, accurate and reliable manner
- If required, operate and maintain online ordering systems
- Count the daily takings, preferably with a second person, and prepare for banking (preferably daily)
- Bank takings daily or as directed. Financial compensation at Award rates will be made for the time taken to undertake this
 - *Please check your insurance policy for money left on the premises and in transit*
- Restrict entry to the canteen to only those who as per the canteen policy are authorised to be there and ensure all staff and volunteers sign the attendance register (attendance register is also an insurance requirement).

Cleaning, hygiene and food safety

- Comply with the Food Act 2008 (WA); the Food Regulations 2009; and the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996
- Ensure all staff and volunteers are trained in FoodSafe Food Handler training, or its equivalent
- Ensure all equipment and surfaces are cleaned daily with detergent and sanitizer

- Sweep floor (floor mopped by Castletown school cleaner)
- Additional areas such as air vents, windows etc. are the responsibility of the school cleaner and/or contractor, not the Canteen Manager. However, the Canteen Manager may be responsible for coordinating the cleaning to take place at a convenient time
- Maintain a safe, clean work environment and report all accidents to the relevant person as soon as possible or within 24 hours
- If required, contact the local council Environmental Health Officer to ensure regular inspections take place and to clarify what level of food preparation is permitted
- If required, wash all canteen linen, compensation to be paid according to the Award
- Ensure the canteen is vacated daily before the time negotiated with the school principal and school cleaners.

Values

- The Canteen Manager will uphold the values of the schools and the employer, the canteen sub-committee and/or the parent body. This will be demonstrated by:
- Providing an enjoyable, nutritious and attractively presented selection of food and drinks to students at a reasonable cost
- Incorporate, where possible, special menus or options to support curriculum studies and / or particular events or themes occurring at the school (ie bookfairs, book week, Easter), aim for 2 per term
- Provide students with practical opportunities to make healthy food choices and subsequently gain confidence in making independent purchases in a safe, trustworthy and welcoming environment.

Skills and knowledge

Essential criteria:

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finance
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Desirable criteria:

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Professional development and training

- Professional development for the Canteen Manager is important. All professional development opportunities, entitlements and conditions will be considered by the employer, the canteen sub-committee and/or the parent body on a case by case basis.
- The Canteen Manager will be entitled to wages and remuneration for out of pocket expenses
- Note: check the Award or national employment standards for further details about professional development entitlements
- Approval in writing must be sought from the employer, the canteen sub-committee and/or the parent body regarding payment details
- If there is a registration fee for attending professional development this will be covered by the parent body
- Post professional development event the Canteen Manager is required to present to the employer, the canteen sub-committee and/or the P&C Association proof of attendance (e.g. certificate of attendance); and / or a brief report (written or verbal) to the parent body/school about what was learnt and how this will benefit the canteen/school.