



CANTEEN MANAGER – JOB AND PERSON SPECIFICATION

Reporting and Working Relationships

The Canteen Manager is responsible to the Seacliff Primary School Governing Council, the Principal, the Business Manager and the Canteen Sub-Committee.

Day to day contact is to be made with the Principal and/or the Business Manager.

The Canteen Manager is responsible for recruiting, training and management of volunteers, including students who work in the canteen.

Desired Outcomes

1. To provide a service to students, staff and parents within the guidelines of the SA Healthy Eating Guidelines/Right Bite Strategy.
In particular:
 - a. Offer for sale a selection of nutritious food and drinks using the guidelines
 - b. Promote healthy eating habits
 - c. Present and display food in an appealing manner
 - d. Provide varied, satisfying and enjoyable food
 - e. Maintain a reasonable price structure for the canteen stock in consultation with the Business Manager using the DECD recommended pricing tools
 - f. Prepare food in accordance with the appropriate State and Local Government health and food preparation regulations (City of Holdfast Bay - I'M Alert)
2. To promote a positive and friendly atmosphere which encourages parent participation in the canteen and a high level of student and staff patronage.
3. To ensure the Canteen is profitable.
4. To work with the Year 6/7 teachers and the LandCare coordinator to create educational links with students (Healthy Food, Vegetable Garden, Food Waste).
5. To provide volunteers with the necessary knowledge and skills to operate the canteen guidelines and regulations.
6. To provide an atmosphere that reflects the Seacliff Primary School values.
7. To regularly and clearly communicate with the Canteen Sub-Committee and Governing Council.

Duties

The Canteen manager is directly responsible for:

1. Preparation of canteen for daily operation, display of food and drinks in compliance with current regulations.
2. Ordering and checking canteen stock/supplies and certification of accounts for payment.
3. Organisation of school special days and events (including notices, extra volunteers help, ordering) in consultation with the Canteen Sub-Committee.
4. Planning and maintain of rosters for volunteers, including year 6/7 students.
5. Supervision of both paid staff and voluntary helpers, including students and coordinating replacement staff.
6. Care and cleanliness of the equipment and premises.
7. Daily counting, checking and handing over money to the Business Manager.
8. Keeping order books, stock and other digital records as required by the Auditor.
9. Organising payment of accounts after checking receipts and returns of stock and invoices. Processing necessary paperwork in accordance with canteen procedures.
10. Opening the canteen at the time required by the Canteen Sub-Committee and locking up when finished.
11. Stocktaking of canteen stock at the end of each term to present to the Canteen Sub-Committee.
12. Positive promotion of the canteen through the newsletter, Seacliff PS FaceBook, school posters and notices.
13. Develop and maintain an efficient lunch ordering system through QKR online ordering.



Seacliff Primary School

Barwell Avenue, Seacliff 5049

Phone: 82961950 Fax: 82965729

Email: dl.0913.info@schools.sa.edu.au

Web: www.seacliff.sa.edu.au



Government
of South Australia
Department for Education
and Child Development

14. Twice annually review of the canteen menu to ensure it meets policy requirements and customer needs, and make recommendations to the Canteen Sub-Committee and Governing Council.
15. Regular review of profitability as Period Statements come to hand via the Business Manager.

Person Specifications

Essential Minimum Requirements:

Personal Skills / Abilities

Oral and written communication skills which are effective in liaising with a wide variety of people.
Ability to work effectively under pressure and set priorities to achieve goals and deadlines.

Experience in

- managing small business operations.
- catering for groups of people.
- handling cash transactions.
- working as a member of a team.

Knowledge of

- the Food Standard Australia New Zealand (FSANZ).
- the SA Healthy Eating Guidelines/Right Bite Strategy.
- basic bookkeeping and budgeting skills.
- stock control, inventory, rotation, storage, presentation and sale.

Willingness to

- undertake training or professional development in relation to the position (including I'M Alert, DCSI Screening and RAN-EC Training).
- work with the Business Manager on streamlining ordering and payments through QKR.

Desirable Characteristics

Personal Skills / Abilities

Lead and manage a canteen service during special events.

Experience

Supervision of volunteers / students.

Knowledge

An understanding of Work Health Safety (WHS) guidelines within DECD.

Applications of up to 2 pages in length, including a CV, are invited for this position. Please address the Job and Person Specification and include the names and contact numbers of two referees.

Applications should be addressed to:

Mr Steven Wallis, Principal
Seacliff Primary School
Barwell Avenue
Seacliff
SA 5049

Applications can also be received through: Email: dl.0913.info@schools.sa.edu.au
Subject: Mr Steven Wallis: Canteen Manager Position 2018

Applications close 5:00pm, Friday 9th February, 2018.

For a digital copy of the Job and Person Specification and Contract of Employment details please email the Front Office: dl.0913.info@schools.sa.edu.au