



# Vale Park Primary School Governing Council

## JOB & PERSON SPECIFICATIONS

Position Title:	Canteen Assistant Manager	Discipline:	Governance
Location:	Vale Park Primary School	Type of appointment:	Casual
Classification Code:	Fast Food Industry Award – Level 2	Hours per week:	6
Period of appointment:	From: 01/05/2020 to: as required		

### JOB SPECIFICATION:

#### 1. Role description – summary of the broad purpose of the position and its responsibilities/outcomes

The Canteen Assistant Manager is accountable to the Principal and Canteen Manager for the general operations of the canteen, compliance with relevant Department for Education, Governing Council and school policies and procedures. The Vale Park Primary School Canteen provides a recess and lunch service, 4 days a week for the students and staff.

#### 2. Reporting/working relationships

- The incumbent reports to the Canteen Manager, but takes general direction from the Principal or delegate on a day to day basis
- All performance management, training and development, counselling, conflict resolution and other personnel related matters pertaining to the incumbent are the responsibility of the Canteen Manager
- The incumbent must follow instructions effectively, manage time and prioritise tasks
- The incumbent must be able to communicate well in a personable and friendly manner with students, staff, parents and suppliers (reps and delivery drivers)

#### 3. Special Conditions

- This position is for 6 hours per week i.e. 1.5 hours per day, Tuesday to Friday
- Some out of hours work as required
- The canteen is closed during public holidays, school holidays, student free days and as required to meet the needs of the school
- The canteen may be required to provide food during special occasions or as required to meet the needs of the school
- The wearing of a closed in sturdy footwear and hair nets or hair tied back, must be worn at all times in the canteen
- Appointment is subject to a satisfactory Department of Human Services Working with Children Check (WWCC)
- The incumbent will be required to undertake RAN – Responding to Abuse and Neglect full day training course and the updated online course every three years

#### 4. Statement of key responsibilities/outcomes

- At all times, ensure the keeping, preparation, cooking and serving of food, drinks and snacks for students and staff is in accordance with Food Standards Australia and New Zealand regulations and guidelines (focusing on healthy eating)
- Ensure that all food preparation areas, utensils, appliances and canteen is kept clean in accordance with food standards
- Ensure that only appliances and utensils approved by the Governing Council are used at the premises
- Ensure that food is not contaminated by cleaning chemicals, cross contamination, un-hygienic work practices or conditions, unsafe temperatures
- Ensure that food prepared, offered for sale or provided complies with the DfE Healthy Eating Guidelines and Right Bite strategy

- Ensure that food, beverages, food stuff containers etc. are ordered, stocked and rotated to enable the safe and efficient service of food and beverages
- Adhere to safe work practices
- Ensure the purchasing of fresh produce and groceries outside of school hours are required and safe transport of these to school
- Ensure the safe operation of cooking and food appliances and equipment
- Participate in routine inspections of the canteen and audits of documentation and compliance with procedures
- Ensure that any special dietary requirements (i.e. allergies, religious, cultural), are respected and/or met as required
- Participate in running of special days and assistance with school functions as requested (i.e. Sports Day, end of year activities)
- Ensure accurate recording of sales, counting, recording and reconciling the daily takings
- Ensure the security of the canteen by following cash handling procedures, locking of doors and windows, restricting unauthorised persons from gaining access to work areas, and turning off appliances (except refrigerators)
- Ensure that the end of term and year stock take, pack up and cleaning is done correctly
- Ensure that equipment damage or faults are reported promptly to the Canteen Manager and Principal regarding dangerous or structural faults, WHS issues etc.
- Ensure compliance with relevant DfE work health and safety policies and procedures; this includes
  - \* Keeping the canteen area clean and safe from trip hazards
  - \* Safe storage of foodstuffs and foodstuff empties, equipment and stock etc.
  - \* Safe manual tasks and lifting practices are undertaken by all
  - \* Safe use of cleaning chemicals (safety data sheets, labelled containers, correct PPE etc.
- Manage time and priorities tasks to ensure timely and safe serving of food during recess and lunch times
- Work with little supervision, be autonomous, communicate effectively and have good interpersonal skills
- Attending and contributing to canteen (Governing Council sub-committee) meetings twice per term
- Participate and undertake any training that is deemed necessary by the Governing Council and Canteen Manager
- Undertake other duties as required by the Governing Council and reasonable direction from the Canteen Manager and Principal
- Backfill of the Canteen Manager to cover absence

<b>Job and Person Specification</b>	NAME	DATE
	SIGNATURE	

Acknowledged by Occupant:

<b>Job and Person Specification</b>	NAME	DATE
	SIGNATURE	

Approved by Chairperson of Vale Park Primary School Governing Council/Delegate:

**PERSON SPECIFICATION:**

**ESSENTIAL REQUIREMENTS:**

1. Personal Skills, abilities and aptitudes
  - Ability to establish effective working relationships with teachers, staff, students, parents, volunteers and Governing Council members
  - Ability to work as a team member
  - Ability to manage a variety of tasks simultaneously and work under pressure
  - Ability to demonstrate initiative in undertaking various tasks
  - Ability to perform tasks independently

2. Experience (including community experience)
  - Experience in preparing, handling, cooking and serving fresh, nutritional food
  - Experience working cooperatively with a range of people

- Experience handling and being responsible for cash takings

### 3. Knowledge

- A good knowledge of Australian food standards
- A good knowledge of 'DfE Right Bite' Healthy eating strategy

### DESIRABLE REQUIREMENTS:

#### 1. Knowledge and Experience (including community experience)

- Knowledge of Work Health and Safety practices relative to food preparation, cooking handling and serving in a canteen or commercial kitchen environment
- First Aid Certificate – Provide First Aid
- Fire Extinguisher Training – Using Portable Fire Fighting Equipment
- Experience in working with children

### APPLICATION INFORMATION:

Written applications of no more than two pages in length **addressing the job and person specifications**, plus one page for personal details. Curriculum Vitae and names and contact telephone numbers of two referees are due at the Front Office by 9:00am Friday 3 April 2020.

They should be addressed to the Deputy Principal and marked 'confidential'.

Please direct any enquiries to the Deputy Principal, Jo Catsas-Maroulis.

Phone 82613733 during school hours.