



Vale Park Primary School Governing Council

JOB & PERSON SPECIFICATIONS

Position Title:	Canteen Manager	Discipline:	Governance
Location:	Vale Park Primary School	Type of appointment:	Casual
Classification Code:	Fast Food Industry Award – Level 3	Hours per week:	14
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 Manager is accountable to the Vale Park School Governing Council for the general operations of the canteen, the supervision of paid staff and volunteers, 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 Governing Council via the Chairperson or delegate, 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 and staff are the responsibility of the Governing Council
- All other matters pertaining to teacher, students or visitor behaviour, conflict resolution and other such matters are the responsibility of the Principal
- 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 14 hours per week i.e. 3.5 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 incumbent will have a contingency plan in place to replace themselves if they are unable to work for any reason
- 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 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
- Ensure the safe and effective supervision of staff and volunteers, including safe work practices
- Ensure all volunteers are inducted and understand and sign the Vale Park Volunteer Induction Pack
- Ensure all student helpers are inducted to all relevant guidelines
- Ensure the purchasing of fresh 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 that the canteen budget is balanced and does not run at a loss
- 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
- Maintain a budget and account for daily takings and ensure the delivery of cash to the school business manager
- Work with the business manager re financial management of canteen, develop budget
- Review price list twice a year, plan and implement new items to the menu, in conjunction with the governing Council through the (Governing Council sub-committee) canteen committee
- Ensure that equipment damage or faults are reported promptly to the Principal regarding dangerous or structural faults, WHS issues etc.
- Ensure Qkr Storage Manager is up to date
- Keeping community informed of information via the school newsletter
- Ensure compliance with relevant DfE work health and safety policies and procedures; this includes
 - * Keeping the canteen area clean and safe from trip hazards
 - * Laundering of aprons and tea towels, ensuring there are clean aprons for each helper each day
 - * Safe stowage 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.
 - * Report any defective or damaged appliances or equipment
 - * Ensuring all staff and volunteers comply with policies and procedures, including the Public Sector Code of Ethics
- Manage time and priorities tasks to ensure timely and safe serving of food during recess and lunch times
- Ensure the canteen is locked properly at the end of the day
- Work with little supervision, be autonomous, communicate effectively and have good interpersonal skills
- Attending and contributing to canteen meetings twice per term
- Provide the Governing Council a report, twice per term, on food sales, trends and issues
- Participate and undertake any training that is deemed necessary by the Governing Council
- Undertake other duties as required by the Governing Council and reasonable direction from the Principal

Job and Person Specification	NAME	DATE
	SIGNATURE	

Acknowledged by Occupant:

Job and Person Specification	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 supervise staff, volunteers and 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 managing and working in a school canteen, community organisation or service industry
- Experience in the safe preparation, cooking, handling and serving of fresh, nutritional food
- Experience supervising and 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 4:00pm 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.