



CANTEEN MANAGER JOB DESCRIPTION

SUMMARY

St James' Anglican School is a child safe employer and is committed to the welfare of children and their protection. All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct.

The Role

The following job description outlines the key attributes and specific responsibilities for the Canteen Manager position. It is recognised the job description is a dynamic document. The list of tasks that follows, while comprehensive, is not exhaustive, and additional responsibilities may be added by the Principal as required to best meet the needs of the School.

PROFESSIONAL DUTIES AND ROLE ACCOUNTABILITY

Responsibilities include but not limited to:

- Preparing and serving of recess and lunch orders for students and staff daily
- Counter service duties during recess and lunch breaks
- Cleaning of the canteen and equipment daily
- Washing of aprons, tea towels, etc.
- Daily supermarket shopping (if required)
- Reporting of building and equipment maintenance to the Facilities Manager
- Supervising volunteers and managing staff
- Catering outside of normal canteen hours (when required) and other duties as requested by the Business Manager
- Ordering of supplies, menu changes and other administrative duties

Personal Traits:

- Ability to work with a minimum of supervision
- Ability to supervise volunteers and staff
- Work as a team member
- Excellent interpersonal skills and ability to relate to all sections of the St James' community i.e. staff, students, and suppliers
- Excellent communication skills
- Ability to work under pressure
- Ability to cover other team members in their absence
- Able to make a positive contribution to the school environment and make suggestions that can improve the overall efficiency of the canteen

Specific Skills:

- Prior experience working in a similar environment
- Suitable qualification and training (e.g. Hospitality, Food Handling) is desirable
- Administrative experience
- Understanding of WHS requirements.



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Staff Expectations:

- Act as a member of a team, developing and supporting the philosophy and ethos of the School
- Maintain professional confidentiality concerning information about staff and/or students
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
- Ensure that all documents are prepared and presented in accordance with the School's Writing Protocol
- Attend staff meetings when required including attendance at Staff Eucharist
- Take an active part in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation
- Serve as a good ambassador of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing the appropriate Uniform.

Personal Qualities:

- Demonstrated ability to work independently and collaboratively with a small team
- Demonstrate initiative and personal organisation
- Demonstrate a high degree of discretion and confidentiality
- Cheerful disposition
- Willingness to support the mission and values of AngliSchools

VARIABLE DUTIES/HOURS:

7:30am to 3:30pm, Monday to Friday (during school term time, based on a 40-hour week). **NOTE:** A degree of flexibility with hours is necessary as there may be occasions when extra hours/days will be required to cover other staff's leave or to assist events and catering requests.

LINE MANAGER

You will report directly to the Business Manager, who will be your immediate supervisor and direct line manager.

APPRAISAL/REVIEW CONDITIONS

There will be a 6-month appraisal period, followed by annual appraisals and reviews of conditions. Additional appraisals may be conducted as necessary due to underperformance or management requirements.

TERM

This will be a fixed term/ongoing contract.