

## POSITION DESCRIPTION



### Canteen Manager

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**CLASSIFICATION** Non-Teaching

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**EMPLOYMENT TYPE** Full-time

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#### Position Summary

It is the responsibility of the Canteen Manager to run the canteen efficiently and profitably within the guidelines of the School Board, Canteen Committee and Canteen Policy. The Canteen Manager has the delegated authority to manage the day to day operations of the school canteen under the guidance of the Canteen Committee and Principal or Principal delegate, using established routines, methods and procedures.

The Manager must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

The Canteen will operate on 5 days per week, or as agreed.

#### Job Requirements

The Canteen Manager is responsible for the efficient and professional operation of Kerang Christian College Canteen. This includes the following job requirements:

- Providing high quality, healthy food to our customers in a professional manner. Customers are primarily students but also include staff and parents.
- Working with the Canteen Committee to ensure the canteen operates profitably.
- Ensuring that all staff and volunteers comply with all relevant policies and procedures as outlined by the Canteen Committee.
- Helping students to improve their life skills, especially in interacting with adults in a safe environment.

#### Responsibilities and Duties

This position has the following responsibilities and duties:

- Management of canteen staff & volunteers.
- Canteen operation.
- Effective communication.
- Management of manuals, policies and procedures.
- Liaison with Canteen Committee
- Financial management and record keeping.
- Stock management.
- Ensuring canteen security.
- Miscellaneous duties.

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### Management of Canteen Volunteers

- Management of volunteers, ensuring suitable inductions covering hygiene, OHS, customer service and any other relevant points.
- Ensure volunteers (where relevant) are aware of all canteen manuals, policies and procedures including:
  - ❖ School Canteen Policy and Procedures.
  - ❖ Food handling practices and regulations to prevent food spoilage and contamination.
  - ❖ Money handling policies and recording of sales & expenses.
  - ❖ Occupational Health and Safety
- Ownership of any delegated tasks to staff or volunteers.
- In conjunction with the Canteen Committee, encourage volunteers to help with the daily running of the canteen.
- Develop daily roster for volunteers. (if necessary)
- Develop ongoing positive relationships with volunteers.

### Canteen Operation

- Opening and closing canteen for allocated work times.
- Preparing and selling menu items as per the canteen menu.
- Serving students, staff and parents (as required) during recess and lunch.

### Effective Communication

- Establish effective communication between Canteen Committee, volunteers and suppliers.
- Ensure any changes are communicated to all appropriate parties.
- In conjunction with the Canteen Committee ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for volunteers, theme days etc.
- Communicate customer and volunteer feedback to the Canteen Committee.

### Management of Manuals, Policies and Procedures

In conjunction with the Canteen Committee maintain and update (as necessary) manuals, policies and procedures for the canteen:

- School Canteen Policy and Operating Procedures.
- Money handling policies and recording of sales & expenses.
- Health and hygiene practices and procedures including a canteen cleaning roster.
- Any additional relevant policies or procedures

### Liaison with Canteen Committee

The college leadership is directed to oversee the strategic management of the canteen and ensure its volunteers can operate the canteen effectively and profitably meeting all specified requirements.

This role is required to meet with the Canteen Committee at least once a term to discuss:

- Strategic directions and opportunities.
- Review menu items, costs, profit margins, resourcing, combos and specials.
- Promotion or removal of products.
- Profitability.
- Proposed changes.
- Any items outside the allocated financial delegation.
- Any other canteen issues or topics.

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This role is also required to provide the following information regularly to the Canteen Committee:

- Relevant information to assist with reporting to the monthly Board meetings.
- Stocktake numbers.
- Product information.
- Supplier information and changes.
- Assessment of new and current products for profitability, healthiness, suitability, acceptance and within capacity of staff and volunteers.
- Volunteer numbers.
- Feedback on volunteers.
- Additional reports as required.

### **Financial Management and Record Keeping**

- In conjunction with the Canteen Committee and the Treasurer ensure the effective financial management of the canteen.
- In conjunction with the treasurer ensure all banking is finalised and placed in the school safe at the end of each day.
- Be responsible for the timely follow up of student account debts ensuring accounts owing are manageable and finalised each term.
- Provide as necessary all financial records as requested.
- Recording of all orders, recess and lunch sales.
- Review financial information provided (e.g. actual costs of products ordered) and provide feedback to the Canteen Committee.

### **Stock Management**

- Effective ordering to meet demand where possible.
- Order within financial delegation.
- Establish a process to ensure the checking of delivery dockets to ensure deliveries meet requested orders.
- Delivery dockets to be retained and provided to treasurer for checking against invoices as required.
- Manage supplier relationships
- Regularly review supplier's options to evaluate value for money, alternative options and specials using information supplied by the Canteen Committee.
- Co-ordinate weekly shopping (as required).
- Manage stock expiry dates to ensure minimal wastage or spoilage of food.
- In conjunction with the Canteen Committee undertake stock takes at the end of each term.

### **Ensuring Canteen Security**

- Securing of cash and keys.
- Removal of profits in accordance with processes.
- Locking up at the end of the working day and switching off applicable appliances.
- Ensuring that only authorised personnel enter the canteen.
- Reporting any concerns or damage to the Canteen Committee and School Principal (where relevant).

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### **Miscellaneous Duties**

- Weekly washing of canteen laundry.
- Any other duties that may be requested by the Canteen Committee from time to time.

### **Special Requirements**

- Hold a current satisfactory National Police Check and Working with Children Check
- Demonstrate a genuine commitment to the Christian ethos of Kerang Christian College.
- Abide by the College's Child Safety Code of Conduct
- Adhere to and assist with the implementation of safe work practices and procedures in accordance with the Kerang Christian College policies
- Complete child safe training obligations as required.
- Complete first aid and anaphylaxis training
- Policy reading requirements as set out by the college.
- Food Safety Certificate

### **Confidentiality**

Maintain strict confidentiality in keeping with school policies.

### **Canteen Committee**

The canteen committee is made up of the Principal, Business Manager and Office Manager/PA to the Principal.