



Burra Community School

7 Bridge Terrace,
Burra, S.A. 5417
Phone: (08) 8892 2007
Fax: (08) 8892 2047

ABN: 75 329 472 289

CANTEEN MANAGER DUTY STATEMENT

Date: 01/07/2021
Position: Canteen Manager
Type of employment: Casual
Employer: Burra Community School Governing Council

Job Specification

- *Manage the School Canteen in cooperation with the School Canteen Committee and within the guiding regulations and policies.*

Reporting/Working Relationship

- *The Canteen Manager is responsible to the Burra Community School Governing Council through the Canteen Committee and the Principal.*
- *The Canteen Manager will be a member of and work collaboratively with the Canteen Committee.*

Conditions of Employment

Hours of duty:

- *Currently 18.5 hours per fortnight during the school terms, to be reviewed quarterly.*
- *Hours are subject to variation.*

Award:

The conditions of your employment are derived from the Fast Food Industry Award 2010 (the Award) and the National Employment Standards (NES) except where noted otherwise.

Tenure:

- *Immediate start*
- *An initial probationary period will apply for one term (10 operational weeks), when tenure will be reviewed.*
- *Performance reviews will be conducted every 6 months.*

Duties

- *Coordinate and manage the daily tasks of the canteen.*
- *Organise canteen and volunteer workers in a manner which encourages participation, a sense of worth and importance, contributing to the successful operation of the canteen.*
- *Organise and maintain a working roster of volunteer helpers, and provide them with comprehensive instructions in relation to canteen policies.*
- *Order stock on a daily and weekly basis and maintain stock inventory control procedures.*
- *Ensure foodstuffs are managed hygienically and effectively by accepting responsibility for the proper storage, control, handling and disposal.*

- *Ensure that regulatory health requirements governing the operations of the canteen are adhered to and administrated.*
- *Report Work, Health and Safety issues to the WHS Officer or Principal.*
- *Contribute to the safe working environment by providing full and proper safety instructions to volunteers.*
- *Check and sign all invoices and be responsible for the accountability of the daily takings.*
- *Be responsible for performing a stocktake at the end of the financial year.*
- *Be responsible for the cleaning of the canteen on a daily basis and a comprehensive clean at the end of each term.*
- *Work with the Canteen Committee to further develop the healthy food practice of the canteen.*
- *Ensure the canteen is self-sustaining.*
- *Adhere to the Right Bite Policy.*
- *And any other duties as directed by the employer.*

PERSON SPECIFICATION

Personal Abilities, Aptitudes and Skills

- *Ability to work effectively under pressure.*
- *Ability to manage a small business operation.*
- *Ability to develop and maintain congenial and productive working relationships with staff, students, parents and volunteers.*
- *Ability to negotiate with commercial company representatives involved in the food industry.*
- *The ability to set priorities which achieve identified goals and deadlines.*
- *Demonstrate initiative and commitment in achieving the goals of the canteen.*

Experience

- *Experience in working cooperatively with a range of people.*
- *Experience in handling money, stock ordering and inventory control procedures.*
- *Experience in food preparation techniques, handling and storage for sale.*

Knowledge

- *A basic understanding of food nutrition.*
- *Knowledge of school environment.*
- *Knowledge of food handling regulations as they apply to preparation, storage, presentation and sale of such items.*

Desirable Requirements

- *An understanding of school canteen operations.*
- *Knowledge of Work, Health and Safety regulation and procedures as they apply to the food industry.*
- *Safe Food Handling*
- *Rite Bite Policy*
- *Managing and working with volunteers*
- *Cash handling*
- *Stock management*

Essential requirements

- *Current DCSI Police Clearance Screening*
 - *Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)*
-

APPLICATIONS

Applications of one page in length and resume are invited for this position.

Please address the Person Specification and include the names and contact numbers of two current referees.

Applications close Wednesday 14th July, 2021 at 2:00pm.

Applications should be addressed by email to:

Alicia Hoddle – Canteen Manager

alicia.hoddle614@schools.sa.edu.au