SCHEDULE 1
DETAILED JOB DESCRIPTION – CANTEEN MANAGER

Reporting to: Poseidon Primary School P&C Canteen Committee
Conditions of Employment Restaurant, Tearoom and Catering Workers Award (Level 6)
Working Hours Permanent Part-Time, 20-25 hours a week
Location: Poseidon Primary School, Heathridge

Job Requirements
The Canteen Manager is responsible for the efficient and professional operation of Poseidon Primary School 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.
- Planning Special Events.
- Children’s life skills.
- Miscellaneous duties.
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Management of Canteen Staff & Volunteers

- Management of all staff and volunteers, ensuring suitable inductions covering hygiene, OHS, customer service and any other relevant points.
- Ensure staff and volunteers (where relevant) are aware of all canteen manuals, policies and procedures including:
  - Poseidon Primary School Food & Drink Policy (when published).
  - Poseidon Primary School Canteen Policy and Procedures.
  - Food handling practices and regulations to prevent food spoilage and contamination.
  - Money handling policies and recording of sales & expenses.
  - Department of Education’s Traffic Light System
  - 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 ongoing positive relationships with staff and volunteers.
- Performance review of staff.

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, staff, 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 staff feedback to the Canteen Committee.
- Liaise with the Canteen staff to ensure operational matters are attended to.

Management of Manuals, Policies and Procedures

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

- Poseidon Primary 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 Canteen Committee is a sub-committee of the Poseidon Primary School P&C directed to oversee the strategic management of the canteen and ensure its staff can operate the canteen effectively and profitably meeting all specified requirements.

This role is required to meet with the Canteen Committee at least twice a term to discuss:
- Strategic directions and opportunities.
- Any management of staff or volunteers.
- 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.

This role is also required to provide the following information regularly to the Canteen Committee:
- Relevant information to assist with reporting to the monthly P&C 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 staff and volunteers.
- Additional reports as required.

Financial Management and Record Keeping
- In conjunction with the Canteen Committee and the P&C Treasurer ensure the effective financial management of the canteen.
- Identify costs and profit margins for each product.
- Advise the Canteen Committee of any concerns or changes in profit margins.
- In conjunction with the treasurer ensure all banking is finalised and placed in the school safe at the end of each day.
- Utilise petty cash according to procedures set out by treasurer.
- 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 by the treasurer.
- 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.
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Stock Management
- Effective ordering to meet demand where possible.
- Order within financial delegation.
- Establish a process to ensure the checking 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 with volunteers (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 the Treasurer 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).

Planning Special Events
In conjunction with the Canteen Committee establish an annual and quarterly plan of events in which theme days, canteen closures and other events will be proposed.
- Events will need to be scheduled in conjunction with the P&C, school events, year 6’s and other groups.
- In conjunction with the Canteen Committee devise and implement at least two theme days per term to increase sales and profitability.
- Propose event dates, times, target audiences, products, expenses, estimated profits, communication requirements, equipment, helpers, stock etc.
- Provide timely proposed event details to the Canteen Committee for input and assistance.

Children’s Life Skills
- Assist students with lunch orders and canteen purchases by providing a safe and respectful environment where children can learn to interact with adults by effectively communicating requests, handling money, making timely decisions, good choices and displaying appropriate manners.

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