



JOB DESCRIPTION: CANTEEN MANAGER

November 2024

Reporting to: Bibra Lake Primary School Parents and Citizens Association Inc (“the P&C”)

Award: Educational Services (Schools) General Staff Award (MA000076), Level 3.1

Hours: Permanent Part-time Contract, 20 hours per week, 8am-12pm Monday Friday during school terms only, unless mutually agreed in writing. In the event of financial difficulties, the P&C may reduce hours with a minimum of 14 days’ notice in writing.

The Canteen Supervisor is a valued member of the Bibra Lake Primary School community.

Key duties

- The Canteen Supervisor will be responsible for the daily operation of the school canteen.
- Implement the Department of Education’s Student Health Care Policy and Procedures (SHC policy) (formerly the Healthy Food and Drink policy).
- Ensure a pleasant working environment for all paid and volunteer staff.
- Provide pleasant and positive interaction with school students, staff and parents.
- Responsible for securing the canteen during and after hours. Keep the canteen door locked during operating hours and secure the canteen at the end of the daily operations (keys, windows, doors, fridges, freezers) or at any other time that it is left unattended.

Skills and knowledge

The Canteen Supervisor will have:

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finance
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community
- High level of written and verbal communication skills
- Knowledge of the Department of Education's Student Health Care Policy & Procedures, and Traffic Light system
- Completed FoodSafe Food Handler training (or its equivalent)
- Completed All About Allergens training
- Completed Food Safety Supervisor training, renewed every 5 years
- Competent computer skills
- Current Working with Children Check and Police Clearance
- Current driver’s license, reliable vehicle and telephone



Menu planning and stock control

- Each term, plan a menu that:
 - Meets the Department of Education's Student Health Care Policy and Traffic Light system
 - Includes food and drinks that meet the Star Choice™ nutrient criteria
 - Creates interest and focuses on tasty, nutritious foods and fresh seasonal produce
- Order goods from approved suppliers (preferably using online ordering), check deliveries for quantity and quality, and retain correct documentation
- Ensure that stock is kept at an adequate level, is rotated correctly, and is not held in excessive quantities
- Ensure that all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the canteen policy
- If required, coordinate with the school principal and/or parent body in ordering and accepting delivery of items for special events being conducted by the school (eg sausage sizzles)
- Conduct stocktaking at the end of Terms 2 and 4

Staff and service

- Prepare the canteen for daily operations
- Receive over the counter and Flexischools orders before school starts each morning
- Collate all orders and prepare food for sale prior to Break 1 in an efficient manner with appropriate workflow processes and standardisation and portion control practices thus ensuring wastage is kept to a minimum
- Open the canteen to students for counter cash sales during Break 1
- Provide catering for staff meetings and other special events (such as Principal's lunch) as requested by the school staff
- Roster volunteers and obtain replacements when necessary
- Supervise and instruct volunteers in their duties
- Ensure volunteers have the correct checks/clearances, for example
 - Parents DO NOT need a Working with Children's Check (WWCC) if their child/ren attend this school (unless the event they are volunteering for is an overnight camp)
 - Grandparents and other relatives DO need a WWCC (unless they are the legal guardian of a child enrolled at the school where they are volunteering)
 - Community members who volunteer in this school must have a WWCC
- Welcome and instruct new volunteers to ensure correct food preparation and serving and in the general running of the canteen
- Serve students on other occasions if required, for example at sports carnivals or special occasions

Communication

- Attend all meetings of the Canteen sub-committee and P&C; and/or submit a written report
- If required, design and conduct surveys of the school community to identify the perception of the canteen, usage, and most popular menu choices etc



- Design, print, distribute and promote appropriate seasonal menus in consultation with the employer, the canteen sub-committee and/or the parent body
- Ensure that the products and services provided by the canteen are marketed and promoted to generate a high level of daily sales
- Consult with the employer (the P&C) and the canteen sub-committee with replacement or maintenance of equipment and on any problems arising in the conduct of the canteen
- Notify the employer (the P&C) and the canteen sub-committee in the event of sickness or absence to enable a replacement to be arranged

Financial management

- Implement correct formulas for applying selling prices to ensure all operating overheads are covered, in consultation with the employer (the P&C) and the canteen sub-committee
- Provide all invoices to the P&C Treasurer weekly, to ensure that all trading terms of agreement are met in the payment of accounts
- Maintain adequate financial records, including order and daily takings books, and provide copies to the P&C Treasurer weekly
- Liaise with the P&C Treasurer and Executive Committee regularly to ensure all earnings and expenditure is accounted for in a consistent, accurate and reliable manner
- Operate and maintain online ordering systems (Flexischools)
- Count the daily takings, preferably with a second person present
- Prepare and bag cash to be banked by the P&C banking officer
- Restrict entry to the canteen to only those who as per the canteen policy are authorised to be there and ensure all staff and volunteers sign the attendance register

Cleaning, hygiene and food safety

- Comply with the Food Act 2008 (WA); the Food Regulations 2009; and the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996
- Ensure all other staff and volunteers are trained in FoodSafe Food Handler training, or its equivalent
- Ensure all other staff and volunteers have completed All about Allergens training
- Maintain a training register
- Ensure all equipment and surfaces are cleaned daily with detergent and sanitizer
- Additional areas such as air vents, windows etc. are the responsibility of the school cleaner and/or contractor, not the Canteen Supervisor. However, the Canteen Supervisor may be responsible for coordinating the cleaning to take place at a convenient time
- Maintain a safe, clean work environment and report all accidents to the relevant person as soon as possible or within 24 hours
- Contact the local council Environmental Health Officer to ensure regular inspections take place and to clarify what level of food preparation is permitted
- Wash all canteen linen
- Ensure the canteen is vacated daily before the time negotiated with the school principal and school cleaners.