POSITION DESCRIPTION

POSITION: Canteen Convenor
REPORTS TO: Business Manager → Principal
CLASSIFICATION: Retail Industry Award Supervisor Level 2

STATUS: Term Time
DATE: Comm T2 2016
COLLEGE: Holy Spirit College

Purpose of Position:

The ‘Spirit Café’ (College Canteen) operates a self-service configuration and provides daily catering services to Students and Staff.

The Canteen Convenor at HSC takes responsibility for providing positive leadership to Canteen Staff to ensure a well-functioning team underlies the operations of the ‘Spirit Café’.

Equally, the Canteen Convenor manages the effective and efficient operations of the ‘Spirit Café’ through ensuring that high levels of food hygiene and customer service are realised on a daily basis.

The Canteen Convenor ensures that a high standard of safety is maintained and that all duties are undertaken and completed to a high standard, in consultation with the Business Manager and College Principal.

Mandatory qualifications and requirements:

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training.
- Undertake Workplace Health and Safety Training.

Key Characteristics:

- Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy.
- Facilitate effective communication with staff, students, parents and visitors in a way that enhances the College image and contributes to the goals of Catholic Education.
- Demonstrate capacity for tact and discretion and an ability to maintain confidentiality.
- Apply knowledge and skills to a range of tasks and roles.
- Work within well-established routines, methods and procedures.
- Demonstrate an ability to manage, coordinate and guide the work of others.

Typical Duties:

- Practice confidentiality in relation to all aspects of the role.
- Responsible for the day-to-day operation of the Canteen within the guidelines and processes set by the College.
- Ordering stock from approved, reliable suppliers.
- Receiving and checking all supplies against invoices and delivery dockets, signing same before handing over to the Business Manager for payment.
- Review Canteen pricing on a regular basis in consultation with the Business Manager and Principal.
- Handling money and correct balancing of same, counting the daily takings and ensuring that daily takings are delivered to the Finance Assistant for banking.
- Performing a stocktake annually – a copy of which is to be provided to the Principal.
- Order and organise all food prepared and sold.
Follow Workplace Health and Safety procedures in relation to the preparation of food and the cleanliness/hygiene of the Canteen.

- Daily cleaning/tidying of the Canteen area.
- Ensuring all stock is stored in a tidy and clean manner.
- The rostering, supervision and support of all Canteen volunteers.
- Observing the security of the Canteen by restricting Canteen entry to authorised persons only.
- Ensuring a high standard of customer service and hygiene is maintained.

**Specific Duties:**

- Practice confidentiality in relation to all aspects of the role.
- Follow Workplace Health & Safety procedures in relation to the preparation of food and the cleanliness/hygiene of the Canteen.
- Supervise preparation of food and assist where necessary.
- Prepare menus according to Smart Schools criteria and pricing of same (to cover all costs and maintain profit margin).
- Maintain the pricing and associated functions of the computerised Stock Control System
- Assess home cooking for suitability and assign pricing.
- Communicate with food reps and attend necessary information and product expos and meetings.
- Monitor the work of Canteen Assistants and supervise volunteers.
- Resolve problems which may occur during the course of the day.
- Arrange for all repairs and general maintenance of equipment.
- Operate a cash register at lunch breaks.
- Responsible for the balancing of the cash registers and the associated reporting at the end of each day and follow all procedures as directed by the Finance Officers.
- Maintain the electronic Menu Board presentations.
- Ensure at the end of each day that the Canteen is spotless and fans, air conditioners and lights are off, freezers and fridges are closed, and the Canteen is securely locked.
- Write the annual article for the College Year Book.
- Write articles for the weekly newsletter if you wish to notify the school community of any Canteen news.
- Sign all P&F forms for parents who are eligible for discount, due to volunteering in the Canteen. (This also applies to parents who consistently supply home cooking.)
- Check employee email account daily and communicate with staff by email as necessary.
- Liaise with Office Manager and WH&S Officer in the induction of new staff and volunteers.
- Maintain staff rosters, volunteer register and catering diary.
- Attend Staff Morning Briefings as necessary.
- Attend fortnightly meetings with the Principal.