



## **CANTEEN MANAGER JOB AND PERSON SPECIFICATION FOR 2022**

### ***Reporting and working relationships***

The Canteen Manager is responsible to the Dernancourt School Governing Council through the Leadership delegate, the Business Manager and the Canteen Committee.

Day to day contact will be with the Leadership delegate or the Business Manager.

The Canteen Manager will need to recruit and manage the activities of volunteers (including students) who work in the canteen.

### ***Desired Outcomes***

1. To provide a service to students, staff and parents within the guidelines of the SA Healthy Eating Guidelines/Right Bite Strategy. In particular:-
  - ◆ Offer for sale a selection of nutritious food (the majority being 'canteen prepared' from fresh produce) and drinks using the Right Bite guidelines.
  - ◆ Promote healthy eating habits.
  - ◆ Present and display food in an appealing manner
  - ◆ Provide varied, satisfying and enjoyable food, the majority being 'canteen prepared' from fresh produce.
  - ◆ Maintain a reasonable price structure for the Canteen stock in consultation with the Business Manager using the Department for Education recommended pricing tools.
  - ◆ Prepare food in accordance with the appropriate State and Local Government health and food regulations.
2. To promote a positive and friendly atmosphere which encourages parent participation in the canteen and a high level of student and staff patronage.
3. To ensure the Canteen is profitable.
4. To provide an atmosphere which enhances the positive tone of the school and reflects Dernancourt School's values.
5. Volunteers are provided with the necessary knowledge and skills to operate within the Canteen Guidelines and Regulations.

### ***Duties***

1. Preparation of Canteen for daily operation, display of food and drink in compliance with current regulations.
2. Ordering and checking Canteen supplies, certification of accounts for payment. Grocery shopping will be done online. Credit card limit of \$1500 per month.

3. Organisation of school special days and events (including notices, extra volunteer help, ordering). There will be two special days per term, to be held on Tuesdays. Special days are to consist of something that is not on the usual menu and will be predominately 'canteen made'. A recess option may be offered. All special days will need to be presented at the Governing Council meetings by the Canteen Representative for approval. Negotiations with the Fundraising Committee may be necessary, around special day and community events. The Canteen will be closed at recess and lunch on special days
4. To work with year 5/6 teachers and other staff to continue links with students.
5. Planning and maintaining of rosters for voluntary helpers. As the position is a **Level 3—in charge of two or more persons** remuneration includes the daily supervision of 2 or more volunteers. Any shortfall in this number of volunteers will be made up with students from Years 5 & 6,
6. Care and cleanliness of the equipment and premises.
7. Daily counting, checking and handing over money to the Business Manager.
8. Keeping records of orders, stock and any other records as required by the Governing Council Committee. Stocktakes will be done at the end of each term and submitted to the Business Manager within three days from the end of the term either by USB or email along with the waste and volunteer lunches reports.
9. Submitting all invoices and receipts to the Business Manager for payment.
10. The Canteen will operate Monday, Wednesday to Friday from 8:30am to 2:00pm. It is the responsibility of the Canteen Manager to ensure the canteen building is locked and alarmed before leaving the premises. One day in last week of each vacation period is allowed for preparation of the canteen for the next school term.
11. One day per term is allowed for cleaning. In the last week of each term the canteen will be open on Tuesday and closed for cleaning on Friday. It is the responsibility of the Canteen Manager to arrange for the community to be informed of this change.
12. The Canteen will be closed for 1/2 hour lunch break - time to be negotiated by the Canteen Manager with the Canteen Committee. This break needs to be recorded in time book.
13. The Canteen Manager will use 'Pupil Free Days' for food preparation or administrative duties (eg preparation of special day notes or new menus).
14. Two menus per year (summer menu, Term 4 - Term 1 and a winter menu, Term 2 - Term 3) to be reviewed, priced and submitted to the Governing Council for approval before publishing. Any new items introduced to the Canteen during the term will need to be approved by the Governing Council, with approval noted in the Governing Council minutes.
15. The Canteen Manager will promote the canteen and special days via the school newsletter on a fortnightly basis or by publishing a dedicated canteen newsletter to go out by the end of week 1 of each term.

## **Person Specifications**

### Personal Skills/Abilities

- Oral and written communication skills which are effective in liaising with a wide range of people.
- Ability to be flexible and adaptable and to make sound judgments and decisions when working with staff and students, taking into account Health and Safety practices and regulations; and DfE and school policies and guidelines (Rite Bite).
- Professional approach and strong work ethic.

### Experience

- Catering for groups of people
- Demonstrated efficiency in Canteen procedures
- Demonstrated ability to effectively lead, plan, organise and control the day-to-day operations of the food service including finance and people
- Experience using point of Qkr software or equivalent
- Handling cash transactions
- Demonstrated ability to be a positive team player, motivate and work collaboratively

### Knowledge

- Understanding of Right Bite and Food Safety and Hygiene Standards
- Sound knowledge of Healthy Eating and Nutrition
- Basic knowledge of Food Service Practices
- An understanding of responsibilities in relation to Occupational Health and Safety Legislation related to canteen management
- Basic Mathematical Skills