



## **DUTY STATEMENT**

### **Canteen Manager**

#### **OVERVIEW OF THE ROLE**

The Canteen Manager is responsible for the effective operation of the Canteen. The Canteen Manager is directly answerable to the Business Manager/ Operations Manager, and ultimately to the Principal.

#### **KEY SELECTION CRITERIA**

Specific requirements for this role include:

1. Excellent communication skills.
2. Competent cooking skills
3. A capacity to use kitchen equipment including a coffee machine.
4. The capacity to manage own workloads to meet required needs and deadlines.
5. Some knowledge of purchasing and stock control would be an advantage.
6. A strong work ethic and the capacity to work with limited supervision.
7. An ability to work collaboratively and to lead a team.
8. The successful applicant must have a current Working with Children Check and National Police Clearance.
9. Adhere to the 'Staff Code of Conduct', 'Child Safe Policy' and 'Statement of Affirmation of Faith'.

#### **QUALIFICATIONS AND COMPETENCIES REQUIRED**

- Food Safety Supervisor Certificate or willingness to obtain.
- Food smart training or a willingness to obtain this.
- Must have or be prepared to obtain first aid qualification.

Experience/training for serving hot drinks.

- Integrity and professionalism
- Excellent communication skills
- Sound personal organisation
- Ability to work with limited supervision.



- Ability to meet deadlines.
- Ability to work effectively as part of a team.

### **SPECIFIC DUTIES**

- Maintain safe work environment in accordance with the Work Health Safety Act
- Day-to-day management and operation of the canteen services
- Manage and recruit Canteen Staff/volunteers and workload of Canteen/Volunteers Staff
- Manage stock levels of the Canteen and timely ordering of stock.
- Preparation of meals in a timely and efficient manner while always maintaining the highest level of hygiene
- Work environment is maintained at the highest level of cleanliness including equipment, shelves, and fridges.
- Cash register operation and cash handling/Managing orders via QKR.
- Ensure hygiene and cleaning practices are adhered to and keep own training current.
- Adhere to Workplace Health & Safety standards.
- Serving customers – staff and students
- Maintaining and balancing of financial transactions.
- Manage catering for functions when required.
- Menu planning
- Any other tasks as determined by the Business Manager/ Operations Manager

### **INVOLVEMENT IN THE LIFE OF THE SCHOOL**

This will include:

1. Attendance at staff meetings.
2. Involvement in school events.
3. Support of staff.

### **CONFIDENTIALITY**

The Canteen Manager is required to respect the confidentiality of all matters relating to the school, students, and staff.



## GENERAL

The King's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Canteen Manager is expected to:

1. Be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality, and data protection, and report any concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Support the overall ethos, aims and work of the college.
4. Hold or willing to obtain a current valid Working With Children Check.
5. Hold or willing to obtain a current National Police Clearance.

No job description can adequately describe all the tasks that might form part of a colleague's duties. However, it is important that the essence of the job be described to help colleagues understand their role. It can also help with providing each staff member with feedback regarding their performance.

It should be remembered that jobs tend to evolve and change over time. Therefore, this role description will need to be reviewed and updated from time to time and 'Other Duties' as required by the Principal or Delegate, is expected.

## **AGREEMENT**

I, \_\_\_\_\_, agree to the above as detailed in the Duty

**Statement for the position of Canteen Manager at The King's College.**

Signed \_\_\_\_\_

Date \_\_\_\_\_