



Courage in Wisdom | Hope in Love

Job Description

Title:	Canteen Supervisor
Reports to:	Executive Business Manager
EBA/Award:	SCBC Non-Teaching Staff Agreement 2013
FTE:	FTE 0.8
Employment Type:	Permanent Part Time

Position Summary

The Canteen supervisor is to undertake the day-to-day operations of the Canteen. Ensure the delivery of healthy, nutritious food and refreshments to the students and staff at SCBC in accordance with Foodsafe WA. Responsible for the management of all financial and human resources co-ordination required to maintain an efficient canteen.

Job Description

- Be responsible for implementing the canteen policy.
- Be responsible for planning, organising, and monitoring the day to day operations of the canteen, including the rostering of staff and voluntary workers, daily record-keeping (as deemed necessary by the canteen policy), opening the canteen, preparation for service.
- All daily paperwork to be maintained including Health Department required documents.
- Ensure that the catering and staffing levels facilitate the demand for the canteen's products and services.
- Be responsible for ordering, purchasing and checking all supplies against invoices and delivery dockets.
- Be responsible for counting and recording the daily takings with one other person, and deliver monies to Admin.
- Be responsible for ensuring that any cleaning related to the main function of the canteen is carried out daily (eg dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures).
- Plan and prepare menus. Check cost prices and assess necessary selling price of goods.
- Maintain workbook recording attendance and signatures.
- Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination. Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices.
- Be responsible for the health, safety and welfare of others in the canteen, including stock of first aid kit.
- Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.
- Ensure the canteen is vacated daily before the time negotiated with the Executive Business Manager and school cleaners.
- Ensure a pleasant working environment for the staff and volunteers.
- Perform periodic stock-takes with reports to the Executive Business Manager (End of Year Stock Take is essential).



Selection Criteria

- Excellent written and verbal communication skills.
- Ability to work in a team and individually.
- Computing skills in the use of Excel and Microsoft word be advantageous.
- To have the ability to work well under pressure with minimal supervision.
- Experience in school canteen management.
- Possess excellent communication (both verbal and written) and presentation skills.
- Highly organized with the ability to work well under pressure and prioritise accordingly in order to work accurately and to tight deadlines.
- Commitment to providing a high standard of service to staff and students

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.

Other Matters

It should be noted that, while detailed, this job description is not exhaustive and the Executive Business Manager may at their discretion, and in consultation with the Canteen Supervisor vary the responsibilities of the Canteen Supervisor as required.

Position Held By:	
Signed:	
Date:	