



Nagle College Bairnsdale

Position Description

Position: Canteen Coordinator

Reports to Business Manager

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Canteen Coordinator is responsible for the efficient and professional operation of the Nagle College Canteen.

Responsibilities

Menu

- Promote an interesting, varied and innovative menu within the Canteen Guidelines.
- Promote the School Canteen Menu through the school newsletter.

Food Handling and Hygiene

- Be familiar with current Food Handling and Hygiene Laws.
- Ensure that all daily monitoring and records are maintained (as per Food Safety Program) for inspection purposes.
- Keep abreast of current food handling requirements, attending appropriate training or Personal Development courses as required or recommended by the school.

Management Volunteers

- Ensure staff and volunteers (where relevant) are aware of all canteen manuals, policies and procedures, food handling practices and regulations to prevent food spoilage and contamination.
- Ensure a safe work environment and work practices are followed at all times.
- Delegate tasks effectively.
- Ensure volunteers adhere to canteen money handling policies and recording of sales & expenses.
- Ensure volunteers adhere to Occupational Health and Safety.
- Ownership of any delegated tasks to staff or volunteers.
- Encourage volunteers to help with the daily running of the canteen.

Canteen Operation

- Opening and closing canteen for allocated work times.
- Preparing and selling menu items as per the canteen menu.
- Serving students, staff during breakfast, recess and lunch.
- Cleaning of canteen on a daily basis, including all cooking equipment, cutlery, preparation areas and floors

Interpersonal and Communication Skills

- Facilitate a happy, supportive and productive canteen environment, where canteen staff and or volunteers feel valued and welcome.
- Relate in a warm and professional manner with students, staff and volunteers.
- Liaise effectively with: Principal, Business Manager, and suppliers.
- Establish effective communication between Business Manager, staff, volunteers and suppliers.
- Ensure any changes are communicated to all appropriate parties.
- Ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for volunteers, theme days etc.
- Communicate customer and staff feedback to the Business Manager.

Organisation Skills

- Establish effective procedures for the canteen's operation.
- Maintain accurate and complete records.

Finance

- Ensure that the collection of monies is undertaken within established internal control guidelines.
- Prepare monies for banking and hand over to Finance team for safe keeping and banking
- Prepare invoices for payment.
- Ensure the effective financial management of the canteen.
- Identify costs and profit margins for each product.
- Provide as necessary all financial records as requested by the Business Manager.
- Maintain online sales systems, including updating of menus, prices and daily adjustment to specials, etc. and running of reports when required.

Stock Management

- Be responsible for the economical ordering and checking of stock deliveries, as per the delivery docket.
- Ensure all incoming orders are monitored as per the Food Safety Program, and that stock is stored and rotated appropriately.
- Order within financial delegation.
- Regularly review supplier's options to evaluate value for money, alternative options and specials.
- Manage stock expiry dates to ensure minimal wastage or spoilage of food.
- In conjunction with the Business Manager, undertake stock takes at the end of each term.

Canteen Security

- Securing of cash and keys
- Locking up at the end of the working day and switching off applicable appliances. Ensuring that only authorised personnel enter the canteen.
- Reporting any concerns or damage to the Business Manager and School Principal (where relevant).

Internal Catering

- Assist and provide internal catering when required

Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend school meetings, mass, and Personal Development days.
- Any other duties as requested by the Principal.

Organisational Relationships

The Canteen Coordinator has a number of key internal and external relationships.

Reports to: Business Manager

Internal liaisons: All Staff, Students

External liaisons: Parents, suppliers

Judgement and Decision Making:

This role will require employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures, interpret precedents and adapt standard methods or practices to respond to variations

Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check
- Skills to handle confidential information in an appropriate manner
- Innovative approach to providing interesting and nutritious food and drinks to students and staff of Nagle College
- Experience in basic booking would be an advantage
- Capability to raise purchase orders using the schools financial software
- Ability to undertake the physical requirements of the role
- Excellent communication skills both written and verbal
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- TAFE certificate in safe food handling/ and or relevant experience
- Ability to lead a team in a manner that fosters the support and cooperation of volunteer team members
- Ability to work independently and collaboratively as required
- A commitment to ongoing professional learning and growth in skills