Dear Community Members: For the Londonderry Public School P&C Association to be able to keep our canteen functioning we are required to have a Canteen Manager in place to ensure consistent provision of this service to our community. Please read the description and consider booking in some time to discuss further with us.

CANTEEN MANAGER POSITION DESCRIPTION

HOURS FOR THIS POSITION: various/flexible

Purpose of the position
The Canteen Manager is responsible for the profitable management and operation of the school canteen according to the policies and procedures of Londonderry Public School P&C Association (LPS P&C). The Canteen Manager will support the development of strong relationships within the school community in particular with the students, parents and volunteers, teachers, and other school personnel.

Policy
The LPS canteen aims and objectives are to: provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. As a public school the Canteen Manager will support and follow the Department of Education and Communities ‘Nutrition in Schools Policy’. Menu options should always encourage healthy eating habits in our children.

Reports
LPS P&C currently operate the school canteen five days per week throughout the NSW government school term. The Canteen Manager is answerable to LPS P&C and submits written reports to LPS P&C on a monthly basis.

Key Responsibilities
The Canteen Manager is responsible for the management of the day-to-day operations of the school canteen. This includes the following responsibilities:

• Planning, organising, and monitoring the day to day operations of the canteen, including the rostering of volunteers, daily record-keeping, opening and closing the canteen, preparation and cooking for service and ensuring all volunteers sign in and out;
• Developing, implementing and managing procedures to deliver the food service;
• Ordering, purchasing and checking all supplies against invoices and delivery dockets.
• Work with allocated Treasurer to process payments to suppliers.
• Use food preparation and food handling skills to minimise waste.
• Induction and training volunteers in the food preparation and other procedures to deliver an affordable food service to the school community;
• Ensuring that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on a daily basis;
• Ensuring that food products prices are monitored and value for money considered;
• Counting, recording and reconciling the daily takings according to school policy for safe handling of money;
• Ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of each school term;
• Implement procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning, and ensuring all volunteers are familiar with these practices;
• Co-operate with the LPS P&C, in organising the ordering, delivery and storage of items for special events being conducted by the LPS P&C;
• Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards every term according to WH&S legislation;
• 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;
• Ensuring that the cleaning incidental to the main function of the canteen is carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures) in accordance to the cleaning procedures set out in the food safety plan;
• Logging maintenance issues and adhering to WH&S policies and procedures;
• Ensuring a pleasant working environment for the volunteers.
• Ensure that the operation of the canteen is in line with the values of the school community;
• Ensuring that students are treated with respect and dignity and should any issues arise, these will be immediately reported in writing to both the LPS P&C President and the school Principal.

Please contact LPS P&C President Susan Mork on 0408 613 806 to book in for a short interview.
email : londonderrypublicschool@pandcaffiliate.org.au