

Role description – Canteen Manager

Your role

- Manage and run the VVSS canteen on school days to become a viable, successful business
- Provide an opportunity for students to learn and practice their hospitality skills
- Assist student to develop practical small business skills
- Ensure the day to day financial, operational, staffing and marketing management of the canteen is carried out
- Ensure DfE financial expectations for canteens, whilst providing food choices at affordable prices, in line with the canteens pricing policy. This includes developing an annual budget using the DfE Canteen Budgeting Tool
- Ensure the canteen provides a varied, nutritious menu to the whole community in line with the DfE Healthy Eating Guidelines
- Supervise students employed to assist in the canteen
- Supervise community and student volunteer canteen helpers
- Provide indirect supervision of students who are studying in the café space

Location

In our canteen at Valley View Secondary School, 240 Wright Road, Para Vista

Hours of Work & Start date (and end date if known)

12 hours per week – working on Wednesday, Thursday & Friday

29th April **to end** of Term 4 2019 (with option then for extension) Role review date: 13/12/19

Why we do this

We want our students to enjoy food and their break times. We want our students to develop practical hospitality and entrepreneurial skills. We need our canteens to be clean and safe. We want students to see it is a welcoming, healthy and valued place.

Key skills

- Basic cleaning and food preparation skills
- Good people skills, including good customer service with adults and young people
- Management of student and adult staff and volunteers
- Cash handling experience

Main duties

- Use creative marketing techniques to promote new foods and sale items
- Manage the canteen area and support the volunteer canteen helpers
- Prepare food and clean up in the canteen
- Make sure fridges are stocked and ready to go at break times
- Sell food at break times
- Make sure all food handling and food safety rules are met
- Store chemicals and kitchen utensils safely
- Reconcile cash sales and take money to the school office
- Help once a month to restock the canteen
- Prepare and check rosters for volunteer helpers and help to induct new volunteers
- Make sure the canteen is a friendly and positive place

Aims of the role

To help each student understand:

- How the canteen plays an educational role
- Importance of healthy eating

What you need before you start

As well as the usual minimum requirements for the Department for Education you must have:

- DCSI clearance and RAN-EC training certificate
- role-specific training
- knowledge of good customer service and cash handling
- skills and knowledge in food safety and food hygiene (see the department canteen page for more information www.decd.sa.gov.au/sites-and-facilities/canteens)
- an understanding of the department's Right Bite and Healthy Eating policies (see www.decd.sa.gov.au/teaching/projects-and-programs/eat-well-sa/developing-healthy-food-policies-schools-and-preschools)
- easy access to a first aid kit and relevant medical details of students.

Supervision and safety

You need to:

- follow safe work procedures
- ensure all food regulations are adhered to



- Be aware of everyone's food allergies
- Make sure you safely put away any cleaning liquids or kitchen utensils
- Make sure everyone is safe
- Follow the department's work health and safety policy

What we expect from you

- Treat everyone fairly and with respect
- Understand that as well as food production the café is a place of learning
- Instead of calling the food 'healthy', refer to it as tasty and colourful
- Be a good role model for the children and students
- Show enthusiasm and enjoyment – make it fun
- Be honest and reliable

Reporting to and contact details

Manager reports to: **Greg Cox – Principal**

Contact person: **Julie Collings-Wells – Business Manager (8360 6111)**

Application to consist of:

Outline your knowledge / experience within the hospitality, catering or school canteen environment using the role description as a guide. This should be no longer than one page.

Please include names of 2 referees and their contact details and a copy of your DCSI clearance.

Please forward application and resume to Julie Collings-Wells

Email: Julie.collingswells589@schools.sa.edu.au

Applications close: Tuesday 9th April, 2019

