



Wyrallah Road Public School
Parents & Citizens Association
152 Nielson Street, East Lismore NSW 2480
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16th February 2020

CANTEEN MANAGER - CASUAL LEAVE VACANCY

Wyrallah Road Public School P&C Association operate the school canteen 5 days per week throughout the NSW government school term.

TITLE: Canteen Manager

HOURS FOR THIS POSITION: Casual (8.30-2.30) Monday – Friday during school term.

DURATION: The duration of the vacancy is 6th April – 1st June (excluding School Holidays 10th–27th April). This will allow for 1 week training with the current Canteen Manager.

WAGES: Level 2 in accordance with Fast Food Industry Award 2010

APPLICATIONS CLOSE 21/02/2020

As a paid employee of Wyrallah Road Public School (WRPS) P&C Association, the Canteen Manager is answerable to WRPS P&C Association. The employer's representative is Rebecca Knee, WRPS P&C President.

POSITION DESCRIPTION

Purpose of the position

This is a short term casual position to fill a vacancy while our canteen manager is on leave.

The Canteen Manager is responsible for the profitable management and operation of the school canteen according to the policies and procedures of WRPS P&C Association.

The Canteen Manager will manage the day-to-day operation of the canteen according to established procedures to ensure timely delivery of the food service to the school community.

Policy

The WRPS canteen aims and objectives are to; provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. As a public school our Canteen follows the Department of Education 'Nutrition in Schools Policy'. Menu options are designed to encourage healthy eating habits in our children.

Reports

The Canteen Manager will report as required, to the P&C President, Rebecca Knee who will report to the P&C Association.

Authority

The Canteen Manager has responsibility for purchasing and/or ordering necessary products and produce to deliver the established WRPS canteen menu in line with the Nutrition in Schools Policy.

The Canteen Manager has responsibility for the management of the Canteen and direction of Canteen assistants and volunteers.

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 voluntary workers, daily record-keeping, opening and closing the canteen, preparation and cooking for service and ensuring all workers sign in and out;
- Following established procedures to deliver the food service;
- Providing leadership to canteen employees and volunteers to ensure the delivery of an affordable food service to the school community;
- Ordering, purchasing and checking all supplies against invoices and delivery dockets.
- 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;
- Counting, recording and reconciling the daily takings according to school policy for safe handling of money;
- Ensure that stock is kept at appropriate levels;
- 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;
- Ensuring all canteen workers including volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation;
- Ensuring the health, safety and welfare of others in the canteen in line with established risk assessments and 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 P&C Association's employer representative and the school Principal.

For further information contact Rebecca Knee 0421 873 199

To apply email your Resume and Cover Letter to:

Attn: Rebecca Knee

wyrallahrdps.pandc@gmail.com