

MacKillop College Canteen Manager



Position Description

Classification (CEMEA 2022)	School Services Officer, Category B, Level 3
Position reports to	Business Manager

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Canteen Manager is responsible for the efficient day to day operation of the College Canteen including, purchasing, point of sale, equipment maintenance, and ensuring that the College implements all food safety and handling processes and procedures required.

To be successful for this role you must be able to communicate effectively with students and staff, as well as liaise with suppliers.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Leadership

- plan, organise, and facilitate the day-to-day functions of the College canteen
 - supervise and promote a positive working environment for canteen staff
 - ensure a positive and customer focused canteen experience for students and staff
 - plan and implement a roster, including leave replacement as required
 - coordinate the ordering, purchase and delivery of food items and supplies
 - reconciliation of items order against invoices and delivery dockets
 - record income and expenditure on a daily basis
 - assist with monthly reconciliation reporting as required
 - liaise with suppliers as required
 - conduct/ensure stocktake on food items as required
 - ensure all invoices and purchase orders are completed in a timely manner
 - ensure the security of the canteen by ensuring all doors and windows are locked
 - escalate student behavioural concerns to the Teacher on duty or a Deputy Principal as appropriate
 - escalate concerns about the operations of the canteen to the Assistant Business Manager or Business Manager
 - coordinate catering for internal functions, ensuring that all dietary requirements have been met
 - Ensure the safety and overall presentation of the canteen
 - lead the induction of new staff to the College canteen
-

Food Safety

- in consultation with the Business Manager ensure that all food preparation and serving areas are compliant with all applicable local government and Victorian Health Department regulations
 - ensure that all cleaning is completed as per the Food Safety plan (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures)
 - ensures the quality, temperature and storage of food meets the requirements of the Food Safety plan
 - ensure that all food handling and hygiene practices are observed to prevent food spoilage and contamination
 - ensure all canteen staff are familiar with correct food handling and hygiene practices
 - ensure that all PPE is used correctly
 - ensure the washing and of aprons, tea towels, etc.
 - coordinate stock control procedures to ensure efficient inventory levels while minimising waste
 - ensure that food waste and rubbish is disposed of appropriately
 - report any maintenance concerns to the Business Manager
-

Service

- Prepare & cook food as required
 - coordinate and support the preparation and serving of food in timely and orderly manner
 - prepare and serve food on a daily basis
 - oversee and operate the point-of-sale systems and cash handling
-

Professional Development

- maintain contemporary knowledge of food safety practices
- support a performance and development culture
- commit to and actively participate in professional development opportunities
- participate in appraisal/feedback processes to receive constructive feedback
- maintain all required ICT skills for the role

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- comply with the MACS Code of Conduct
- act as a role model for students and staff
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment, and resources

Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with Safety requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Credentials	• A qualification in Food Safety
Duty of Care	• must maintain currency qualifications in: – First Aid and CPR – Mandatory reporting – Anaphylaxis management – Asthma management
Emotional intelligence	• an ability to build positive and meaningful relationships • an ability to set clear behavioural expectations • an understanding of emotional regulation of self and others • be enthusiastic and professional
Communication	• good communication skills including the ability to adjust communication for the appropriate audience • strong attention to detail • demonstrated ability to construct written staff communications
Organisation	• ability to manage tasks with supervision • ability to multi-task, work efficiently and effectively with flexibility • exhibited self-motivation • excellent problem-solving skills • analytical thinking • ability to work to strict deadlines
Teamwork	• ability to work/collaborate as part of a team • flexible and willing to help and support others • ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	• a demonstrated commitment to working in a Catholic Education environment • demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- demonstrated experience food safety and management
- proven ability to use and manage point of sale systems
- experience with retail and customer service
- proven track record in building relationships
- a demonstrated ability to problem solve, and respond to queries in a timely manner
- a commitment to teaching in a Catholic school environment

Desirable

- experience working as part of a customer focused team
- demonstrated experience in working in the secondary school environment

Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____