

Canteen Officer (Level 1, 2)

ROLE DESCRIPTION

REPORTS TO

Principal

CONTEXT

The Catholic Schools Office (CSO) is responsible for the leadership, operation and management of systemic schools which educate more than 20,000 students in 44 primary schools, 11 secondary schools, one K–12 school, one flexible learning centre and one special school in the Catholic Diocese of Maitland-Newcastle.

The incumbent commits to working within work health and safety guidelines and code of conduct at all times whilst employed by the Catholic Diocese of Maitland Newcastle. The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable adults, preventing those in our care from suffering abuse or neglect. The Diocese is committed to being compliant with the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards. All employees are required to undergo a National Police Check, retain a valid NSW Working with Children Check and ensure compliance with our safeguarding policies, the Diocesan Safeguarding Commitment Statement and the Codes of Conduct.

PURPOSE

The Canteen Officer is responsible for maintaining the day-to-day operations of the school canteen including opening and closing the canteen and preparing and selling menu items as per the canteen menu. The position requires the ability to follow relevant food handling and money handling policies in addition to maintaining a cooperative working environment and provide a friendly, customer focused service to students and staff within the school community.

The Canteen Manager is responsible for the profitable management and operation of the school canteen according to the relevant policies, procedures and WHS legislation. 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.

VISION STATEMENT

At the heart of everything there is always Jesus Christ.

Catholic schools educate:

- From and for the community of faith
- From and for excellence in learning
- In a rigorous, creative and critical pursuit of truth

Catholic schools educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.

CRITERIA/EXPERIENCE

Canteen Officer Level 3

1. Demonstrated understanding of current Work, Health and Safety requirements.
2. Knowledge of preparation, proper storage and disposal of food.
3. Knowledge of cleaning, and hand hygiene.
4. Practical experience in the operation of a café or canteen.
5. Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally.
6. Experience in handling cash.

Canteen Manager Level 3A

1. Experience in food preparation and service setting.
2. Excellent interpersonal and communication skills.
3. Demonstrated customer service skills particularly with children.
4. Demonstrated skills in operating a food business.
5. Demonstrated ability to supervise a small team and to show appropriate initiative.
6. Demonstrated time management skills and ability to control day-to-day operations.
7. Experience with volunteers and parent groups.
8. Knowledge of basic financial management systems.
9. Understanding of work health and safety and ability to meet legislative requirements.
10. Demonstrated computer literacy using Microsoft Office applications.
11. Experience in food safety and handling.

QUALIFICATIONS/ACCREDITATIONS

- Current Food Supervisor Certificate (Canteen Manager)
- Basic Food Handling Certificate (Canteen Officer and Canteen Manger)
- Current paid NSW Working with Children Check (WWCC) number.

KEY WORKING RELATIONSHIPS	
STAFF DIRECTLY REPORTING TO ROLE	<ul style="list-style-type: none"> • Nil
INTERNAL	<ul style="list-style-type: none"> • CSO Staff • Principal • School Staff • Parishes • Volunteers
EXTERNAL	<ul style="list-style-type: none"> • School and CSO networks • Family and community partners • Contractors

LEADERSHIP FRAMEWORK

The Leadership Framework captures the characteristics and behaviours of good leadership articulated through six leadership capabilities that staff at all levels can practise and develop.



Guided by Gospel Values, the **Canteen Officer/Manager** is responsible for the following:

LIVE YOUR FAITH

By giving witness to Catholic faith and cultural tradition and setting an example of faith, hope and love in word and action

RESPONSIBILITIES

- Promoting and modelling Catholic values into professional conduct in an integrated and authentic way.
- Demonstrating commitment to social justice and action in the school community.

EXAMPLES OF IMPACT

- To be determined in consultation with School Principal

OPERATIONAL SUPPORT

By providing a high level of service within the area of knowledge and expertise

RESPONSIBILITIES (AS REQUIRED)

- Canteen Officer – Level 1 employees may perform the following indicative duties:**
- Preparing and serving food for morning tea and lunches.
 - Assist in over the counter service during meal times.
 - Assist in monitoring produce and inventory levels.

EXAMPLES OF IMPACT

- To be determined in consultation with School Principal

- Assist in ensuring all food is stored correctly, rotating stock and checking dates on food products.
- Assist in re-ordering food and produce.
- Utilise food preparation and cooking skills to minimize waste of fresh produce.
- Maintain highest standard of hygiene when preparing food.
- Ensure that food safety is upheld and correct food handling and hygiene practices are performed to prevent spoilage and contamination.
- To be responsible for cleaning, incidental to the function of the canteen, such as dusting of shelves and stock, wiping down workbenches, cleaning utensils and implements, sweeping, mopping floors, keeping the work area tidy and presentable.
- Disposing of rubbish and food scraps correctly.
- Reporting any defects, hazards or repairs and replacements identified.

Canteen Manager – Level 2 employees may perform the following indicative duties:

- Planning, organising and monitoring the day-to-day operations of the canteen.
- Assist with the preparation of annual canteen budget/forecast for inclusion within the schools strategic plan.
- Establish and maintain canteen rosters.
- Supervise canteen staff and assist during busy periods.
- Security of the canteen such as money, keys, security alarms, locking all doors and windows, switching off all appliances, and restricting entry to the canteen to only those who are authorized to be there.
- Logging maintenance issues and organizing repairs or replacements.
- Adhering to Work, Health and Safety procedures and ensuring all staff and volunteers are also adhering to these procedures.
- Ensure stock is kept at appropriate levels and a stock take undertaken at the end of each school term.
- Ensure that food safety is upheld, and correct food handling and hygiene practices are performed to prevent spoilage and contamination.

<ul style="list-style-type: none"> • Maintain the highest standard of hygiene when preparing food. • Ensuring food and waste is disposed of correctly. • Logging any workplace injuries. • Processing payments, balance sheets, accounts, reconciling at the end of each month. 	
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MAINTAIN FOCUS ON EVIDENCE AND IMPACT

By identifying and implementing evidence-based strategies to deliver improved student outcomes and engaging with the community to focus on what matters most

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Contribute to delivery of School and System Improvement priorities relevant to own area of responsibility. 	<ul style="list-style-type: none"> • To be determined in consultation with School Principal

ENGAGE AND WORK COLLABORATIVELY WITH THE COMMUNITY

By building and maintaining respectful relationships with students, colleagues, families, parish and external agencies and considering the impact actions and decisions have on others

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Adhere to the school code of conduct, policies, and professional standards. • Present a professional image in personal presentation and in all communication and interaction. • Engage in meaningful partnerships with colleagues, families, parish, and community members. • Ensure the operation of the canteen is in line with the values of the school community. 	<ul style="list-style-type: none"> • To be determined in consultation with School Principal

MANAGE RESOURCES EFFECTIVELY

By implementing and supporting structures and processes that contribute to the effective management of school and system resources and policies

RESPONSIBILITIES	EVIDENCE OF IMPACT
<ul style="list-style-type: none"> • Effectively manage resources to contribute to improved outcomes. • Comply with school and system policies and procedures to ensure compliance; minimize risk; and a strong safety culture. 	<ul style="list-style-type: none"> • To be determined in consultation with School Principal

FUNCTIONAL REQUIREMENTS

- Light to medium physical work.
- Constantly standing and walking around canteen preparing food.
- Occasional bending, squatting, twisting, lifting or stretching when cleaning surfaces and putting food and utensils away.
- Occasional to frequent repetitive neck, upper body, wrist, hand, and finger movements may be required.
- Voice used extensively while communicating, supporting, and consulting with students.