



Loyola College
Position Description
CANTEEN MANAGER

Role:

The Canteen Manager reports to the Business Manager and is responsible for the overall management of the College catering and canteen activities.

Key Responsibilities include:

Canteen Operations:

- Oversee the daily operations of the school canteen and catering, including food preparation, serving, and cleanliness.
- Plan and prepare a balanced, nutritious menu and caters to various dietary requirements.
- Ensure that the canteen operates efficiently and effectively within budgetary guidelines.

Staff Management:

- Supervise, train, and manage canteen staff, ensuring they perform their duties effectively and in accordance with school policies.
- Schedule staff shifts and manage workloads to ensure smooth daily operations including volunteers.
- Promote a positive and collaborative working environment.
- Staff management includes overseeing canteen assistants, volunteers and the hospitality assistant.

Food Safety and Compliance:

- Ensure that all food is prepared, stored, and served in compliance with food safety regulations and school policies.
- Maintain cleanliness and hygiene standards in all areas of the canteen, including kitchen, storage, and serving areas.
- Conduct regular inspections and audits to ensure compliance with health and safety regulations.

Customer Service:

- Provide excellent customer service to students, staff, and visitors, fostering a welcoming and inclusive atmosphere.
- Respond to feedback and inquiries in a timely and professional manner.

Financial Management:

- Manage the canteen's budget, including ordering supplies, managing inventory, and pricing items appropriately.
- Maintain accurate financial records, including daily sales, expenses, and stock levels.
- Report regularly to the Business Manager on financial performance and any operational issues.

Menu Planning and Development:

- Develop and implement seasonal menus that promote healthy eating habits among students.
- Introduce new food items and promotions to maintain student interest and increase canteen sales.

Community and Values:

- Participate in school events and activities as required, contributing to the broader school community.

Personal Traits:

- Ability to work with a minimum of supervision
- Ability to supervise and direct staff/volunteers
- Work as team member
- Excellent interpersonal skills and ability to relate to all sections of the Loyola community i.e. staff, students and suppliers
- Excellent communication skills (both verbal and written)
- Ability to work under pressure and meet deadlines.

Specific Skills:

- Proven experience in food service management, preferably within a school or similar environment.
- Strong understanding of food safety standards, OH&S, nutritional guidelines, and dietary requirements.
- Demonstrated ability to lead, motivate, and manage a team effectively.
- Ability to manage budgets, financial records, and inventory effectively.
- Excellent verbal and written communication skills
- Administrative experience.

Hours of Duties:

The planned hours are 8:00am-3.30pm, or 35 hours per week from Monday to Friday, a full-time equivalent of 0.92 FTE.

Salary, conditions and benefits:

- The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position with a Salary range is SSO Level 3, category B. The salary is based on experience and qualifications.
- Category B relates to all school holidays except for 'Recall' days (refer to Clause 25.9).
- Superannuation and Leave Loading will be paid as part of the CEMEA 2022 agreement and current government legislation.
- A discount of approximately 15% of tuition fees and pro-rata for part-time staff applies to children attending the College and is granted at the discretion of the Principal
- Salary sacrifice options including Superannuation.

Qualifications:

- Certificate in Commercial Cookery, Hospitality Management, or a related field (desirable).
- Current Food Handling and Food Safety Supervisor certification (preferred).
- First Aid certification (preferred).
- Working with Children Check (WWCC) and National Police check.

Child Safety

- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- Hold a current Working with Children Check and Police Record Check.