



POSITION DESCRIPTION – CANTEEN MANAGER

Helena College is a non-religious, independent, co-educational school catering for students from Kindergarten to Year 12 in the Perth Hills, just 25kms from Perth City.

Across two campuses in Darlington and Glen Forrest, we provide a balanced education, developing the whole child through the inquiry-led, International Baccalaureate learning programme, in the primary and middle school years, and prepare students for ATAR and general pathways in Years 10 to 12.

We believe educating students extends beyond the classroom. We provide a holistic learning programme which includes Outdoor Education, camps, sports, arts, clubs and community projects, for students to develop the key cognitive, social and emotional skills they need to flourish and be active members of our broader community.

Helena College has a Child Protection Programme which is made up of rigorous work systems, practices, policies and procedures designed to maintain a child-safe environment within the College community. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.

Working at Helena College means you become part of a collaborative community with a commitment to core values and close working relationships between students, staff and families. We also have a demonstrated commitment to teacher and staff professional development.

Role Description

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| Status | Permanent Part Time 0.79 FTE |
| Employment Conditions | In accordance with: Educational Services (General) Award 2020 Helena College Council (Inc) Collective Agreement 2018 as varied and replaced from time to time |
| Salary Rate | Based on prior experience and qualifications |
| Effective Date | 1 January 2022 |
| Reporting to | Business Manager |
| Direct Reports | Canteen Assistants and Volunteers |

The Canteen Manager is responsible for the efficient and professional operation of the Glen Forrest Campus canteen.

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. The Helena College canteen aims and objectives are to; provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price.

Responsibilities

Key Duties:

- The Canteen Manager is responsible for the daily operation of the school canteen
- Ensure a pleasant working environment for all paid and volunteer workers
- Provide pleasant and positive interaction with College students and staff
- Responsible for securing the canteen at the end of daily operations or at any other time that it is left unattended
- Comply with the College's Health & Safety policy and procedures;
- Be responsible and accountable for continuing compliance to our Child Protection Programme whilst maintaining a contemporary knowledge of our policies and enact the policies at all times;
- Attend and participate in whole staff and departmental meetings as required.



Stock Control

- Order goods from approved suppliers, check deliveries for quantity and quality and retain correct documentation
- Ensure stock is kept at an adequate level, is rotated correctly, and is not held in excessive quantities
- Ensure all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the canteen policy
- If required, shop for goods other than those delivered by suppliers. Financial compensation at Award rates for the time take to do this will be made.
- Conduct stocktaking at the end of each term

Staff and service

- Prepare the canteen for daily operations. Collate all orders and prepare food for sale in an efficient manner with appropriate workflow processes and standardisation and portion control practices thus ensuring wastage is kept to a minimum
- Supervise and instruct paid staff and volunteers in their duties
- Roster staff and volunteers and obtain replacements when necessary
- Welcome and instruct new volunteers to ensure correct food preparation and serving and in the general running of the canteen
- Serve students at recess and lunchtimes and on other occasions if required, for example at sports or special occasions

Communication

- If required, assist with surveys of the school community to identify the perception of the canteen, usage, and most popular menu choices etc.
- In consultation with the Business Manager, design, print, distribute and promote appropriate seasonal menus
- Ensure that the products and services provided by the canteen are marketed and promoted to generate a high level of daily sales
- Consider opportunities available to the canteen to further service the school community e.g. catering for meetings and events held at the school

Financials

- In consultation with the Business Manager set selling prices for all products.
- Responsible to the Business Manager for maintaining records of daily orders, daily takings, deliveries and purchases
- If required, operate and maintain online ordering systems
- Count the daily takings, preferably with a second person, and prepare daily banking
- Restrict entry to the canteen to only those who are authorised to be there and ensure all staff and volunteers sign in

Cleaning, Hygiene and Food Safety

- Comply with the Food Act 2008 (WA); the Food Regulations 2009; and the Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996
- Ensure all staff and volunteers are trained in FoodSafe Food Handler training, or its equivalent
- Ensure all equipment and surfaces are cleaned daily with detergent and sanitizer
- Maintain a safe, clean work environment and report all accidents
- Wash all canteen linen using facilities provided

Selection Criteria

Essential criteria

- Demonstrated ability to lead, plan, organise and control the day-to-day operation of the Canteen
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community
- High level or written and verbal communication skills
- Knowledge of the Traffic Light system of food categorisation
- Completion or willingness to complete Traffic Light training
- Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills
- Current Working with Children Check and Police Clearance
- Comprehensive understanding of 'Duty of Care' and place a high value on Child Protection and well-being

Desirable criteria

- Tertiary qualifications in canteen operations or similar qualifications
- Previous experience in an educational setting in canteen or food service related management role;



- Excellent interpersonal skills and organisational ability.
- Completed (or willingness to complete) FoodSafe Food Handler Training or equivalent;
- Completed (or willingness to complete) Traffic Light training;
- Experience with the Apple operating platform.
- Treat students in a respectful, responsible and fair manner with due consideration to the students' physical, social and psychological development;
- Ability to manage a small team and create a fun and comfortable work environment for volunteers;
- Provide a respectful environment.

Helena College

Helena College has a strong and demonstrated commitment to professional development, to ensure staff stay up-to-date with educational developments and related issues.

The College

- Is an equal opportunity employer;
- Complies with the requirements of the Privacy Act;
- Has a strong commitment to OSH;
- Will not tolerate harassment of any kind;
- Has a no smoking policy;
- Expects a high standard of dress;
- Requires all staff to maintain a safe and tidy work area;
- Requires all staff to maintain effective class discipline and supervision to provide a safe and effective learning environment;
- Requires all staff to act in accordance with College Policies and the Staff Code of Conduct.

Applications

Applications should include one PDF document (no more than four pages) with a **cover letter** addressing the selection criteria as well as a **curriculum vitae**:

- Full name, address and contact details
- Details of academic qualifications or experience
- Career history including past and current roles
- Contact details for three referees
- Any other additional relevant information

The successful applicant will be required to produce original copies of academic and teaching qualifications, as well as current Criminal Record Check and Working With Children Check.

Applications are to be addressed to Helena College Principal, Peter Coombs.

They may be sent via email to employment@helena.wa.edu.au or mailed to:

Peter Coombs
Principal
Helena College
PO BOX 52
GLEN FORREST WA 6071

Closing date for applications:

4.00pm Monday, 29 November 2021