



Iona College Geelong Role Description

Canteen Manager

OVERVIEW

Iona College is a new Co-educational Catholic College which opened in 2020 to serve the educational needs of students in the Geelong area. Current enrolments accommodate Year 7 to and Year 9 students with a new Year level added each year. We will ultimately build a secondary school population upwards of 1400 students over the next ten years.

The College vision incorporates the aspirational statement, *'Learning to Change the World'* as we shape and develop a robust learning program designed to engage and inspire. Iona College is not being built to replicate the educational options that already exist in the Geelong region; rather it is the chance to put into action the latest advancement in educational thinking that ensures that students are equipped for the demands of the future.

In 2023, the College will be opening a canteen so seek suitably qualified and motivated people to join our staff.

The Iona College community is committed to the safety, wellbeing and protection of all children in our care.

POSITION:	CANTEEN MANAGER	
REMUNERATION SCALE:	SCHOOL SERVICE OFFICER - LEVEL 4 CAT B	
FULL TIME EQUIVALENT:	0.93 FTE	35 HOURS PER WEEK (7AM TO 2:30PM MON - FRI)
REPORTS TO:	BUSINESS MANAGER	
<p>PRIMARY OBJECTIVE OF THE ROLE</p> <p>It is the responsibility of the Canteen Manager to run the canteen efficiently and profitably, and to ensure that best practices are used to ensure the safety of all employees and volunteers.</p>		

<p>MAJOR AREAS OF RESPONSIBILITY</p> <ul style="list-style-type: none"> • FOOD ORDERING, PURCHASING AND STORAGE • FOOD PREPARATION AND SERVICE • CANTEEN ADMINISTRATION • CLEANING 	
<p>STATEMENT OF DUTIES The following duties are aligned to 4 major areas of responsibility of the Canteen Manager.</p>	
<p>I Food ordering, purchasing and storage</p>	<p>Duties include (but not limited to):</p> <ul style="list-style-type: none"> – Oversee orders for canteen food service and catering required – Complete weekly supermarket shopping or delegate where necessary – Receive orders as required, check orders for quality and check that all items have been delivered – Correct storage of ingredients to maintain shelf life and food safety
<p>II Food Preparation and service</p>	<p>Duties include (but not limited to):</p> <ul style="list-style-type: none"> – Assist food preparation, including cleaning produce, slicing, baking eg. Rolls/wraps/salads/biscuits – Oversee recess/lunch service including cash handling, check student correct CDF Pay transactions – Oversee the collation and distribution of lunch orders – Guide students to correct ordering method and behaviours – Prepare catering for internal meetings, visitors, etc where possible – Seek assistance from teacher on duty to correctly direct student behaviour
<p>III Administration</p>	<p>Duties include (but not limited to):</p> <ul style="list-style-type: none"> – Manage and ensure strong performance from Canteen staff – Establish and maintain procedures and routines – Oversee a stocktake of canteen inventory – Maintaining rosters and daily duty activities (staff and volunteers) – Establishing work practices – Coordinating, training and supervising volunteer helpers – Implementing a food safety program – Determining the accounts for payment and approval to the Accounts Payable Officer in a timely manner – Approval of canteen staff timesheets to the College Payroll Officer in a timely manner

	<ul style="list-style-type: none"> – Complete compliance modules, and attend professional development and training as required – Monitor canteen menu and pricing to ensure canteen remains viable. Healthy options also need to be considered as part of this.
IV Cleaning	<p>Duties include (but not limited to):</p> <ul style="list-style-type: none"> – Fridges (inside and out), bulk storage containers (inside and out), hand washing basins, food washing basin, tables, chairs, ovens, rubbish bins, benches, cupboards, drawers, shelves, window sills and microwave ovens and canteen appliances to be wiped regularly throughout each week following food preparation and service – Floors cleaned daily – Ovens, and other preparation and cooking equipment thoroughly cleaned at the end of each term – Oven trays, cake tins etc to be checked and replaced if damaged – Storage shelves in storeroom regularly cleaned and sorted – Any outdoor furniture predominantly used by canteen customers
Other	<p>The Canteen Manager is, at times, required to undertake other duties related to the role as directed by the Principal and Business Manager.</p> <p>The Canteen Manager will undertake professional development and training in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.</p> <p>In negotiation with the Principal, it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p>QUALITIES AND CAPABILITIES</p> <p>The effective performance of the Canteen Manager will be due to their demonstration of a comprehensive range of the following:</p> <p>Attributes & Dispositions</p> <ul style="list-style-type: none"> – respect for the core values of Iona College – commitment to Iona College vision – hospitable and timely service to all – loyalty, trustworthiness, dependability and reliability – discretion when handling sensitive information – perseverance and patience in complex and stressful situations – compassion, objectivity and clarity when handling difficult situations – understanding the need for mutual accountability – collaborative and flexible participation in professional settings 	

- openness to learning in all situations

Knowledge & Understandings

- comprehensive understanding of the College’s policies and procedures
- the appropriate avenues and resources for seeking support and clarification especially when handling sensitive information

Skills & Capabilities

- excellent administrative skills demonstrating:
 - o the ability to implement effective and efficient work practices
 - o the ability to meet all deadlines
 - o the ability to locate information quickly and accurately
 - o the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- exemplary customer service focus demonstrating:
 - o excellent communication and listening skills
 - o the capacity to multi-task and pay close attention to detail in a timely and responsive manner
 - o the capacity to maintain professional relationships within the College community and with education authorities on behalf of the College when seeking advice and information
- excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, CDFPay, online and mobile applications used at the College
- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the administration services of the College

RISK AND OCCUPATIONAL HEALTH AND SAFETY

The Canteen Manager will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College

KEY COMMUNICATIONS

INTERNAL

Principal
Business Manager
Canteen Service Team

COMMITTEES

None

EXTERNAL

Other schools

Background & Qualifications	Knowledge experience in a food service setting. Management of staff
Other Requirements	Current First Aid Certificate Valid Working with Children Card Comply with the Iona College Child Safety Commitment
Contract & Conditions	Contract: Ongoing Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2018

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