

Iona College Geelong Canteen Manager

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.

REMUNERATION SCALE:	School Service Officer - Level 4 Cat B
FULL TIME EQUIVALENT:	Full-time
REPORTS TO:	Business Manager

STATEMENT OF DUTIES	
Key Responsibilities	<p>Major Areas of Responsibility</p> <ul style="list-style-type: none"> • Food ordering, purchasing and storage • Food preparation and service • Canteen administration • Cleaning
Food ordering, purchasing and storage	<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
Food Preparation and service	<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



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	Seek assistance from teacher on duty to correctly direct student behaviour
Administration	<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 • 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.
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>

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<p>Professional Development</p>	<ul style="list-style-type: none"> • Commitment to the ongoing professional development in your role. • Continue the development of ICT skills and technologies. • Participation in the Annual Review Meeting process. • Maintain professional competence and training. • Uphold professional standards expected of this role.
<p>General</p>	<ul style="list-style-type: none"> • Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner. • Strive to achieve the College vision, mission, and goals. • Contribute to a culture that engenders transparency, responsibility, and accountability. • Attend all relevant directed activities and staff meetings. • Attend whole school events as directed by the Principal. • Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager.
<p>Key Relationships</p>	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Business Manager • Canteen Staff • LSOs • Volunteers <p>Externally</p> <ul style="list-style-type: none"> • Other Schools
<p>Risk and Occupational Health and Safety</p>	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • 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 to eliminate or mitigate against the risk reoccurring (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.

QUALITIES AND CAPABILITIES

<p>Commitment to Catholic Education</p>	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College Vision & Mission.
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Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures. • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information.
Skills / Attributes	<ul style="list-style-type: none"> • Knowledge experience in a food service setting. • Management of staff
Experience and Qualifications	<ul style="list-style-type: none"> • Knowledge experience in a food service setting. • Previous experience in the education sector is desirable but not essential.
Other Requirements	<ul style="list-style-type: none"> • Valid Working with Children Check. • National Police Check. • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Comply with the Iona College Child Safety Commitment.
Contract & Conditions	<p>Employment: Ongoing Commencement Date: ASAP Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Foundation Principal
Date	March 2025

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