



## Burnside Primary School Governing Council



Government of South Australia  
Department for Education and  
Child Development

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### JOB AND PERSON SPECIFICATION

Position title:	Canteen Manager
Location:	Burnside Primary School
Classification Code:	Fast Food Industry Award - Level 3
Type of appointment:	Permanent Part Time
Period of appointment:	from:30/04/2018 to 14/12/18. Employment beyond this period will be dependent on a performance review.
Hours of work:	30 hours per week - 8.00am to 2.30pm Monday to Friday school terms only.

#### Job Summary

Burnside Primary School is located within the Eastern Suburbs with enrolments of approximately 800 children from Reception to Year 7. This position is responsible for the profitable management and daily operations of the canteen. It delivers a food service in accordance to our school's healthy eating policy to students and school staff and provides catering for school functions when required.

#### RESPONSIBILITIES AND DUTIES:

##### Reporting/working relationships

The Canteen Manager is accountable to the Burnside Primary School Governing Council for the general operations of the canteen. You will report to the Governing Council but take general direction from the Principal or delegate on a day-to-day basis.

All performance management, training and development, counselling, conflict resolution and other personnel related matters are the responsibility of the Governing Council delegated to the Principal.

All other matters pertaining to teacher, students or visitor behaviour, conflict resolution and other such matters are the responsibility of the Principal.

##### Job Responsibilities

Reporting to the Governing Council and Principal or delegate, you will be responsible for the following:

- Oversee and be involved in all operations within the canteen including food preparation, cooking of meals and serving patrons.
- Ensure compliance with health, safety, food handling and healthy food practices and policies. Ensuring a high standard of catering, hygiene, health and safety is maintained. Ensure the safe operation of cooking and food appliances and equipment.
- Cleaning of the canteen area – preparation areas, utensils, walls, floors, appliances and equipment on a daily basis, cleaning of freezers, fridges, ovens and store room, as well as clearing waste to appropriate areas.
- Daily reconciliation and completing associated paperwork - maintain an accurate cash float, daily banking to the school Finance Officer, recording and reconciling the daily takings. Maintain a budget, preparing weekly balance sheet and providing term reports for the Canteen Committee. Ensure that the canteen budget is balanced and does not run at a loss.
- Face to face contact with customers. Engage, manage and train volunteers and ensure the safe and effective supervision of volunteers, including safe work practices.

- Review the menu annually and develop a seasonal menu when required.
- Undertake ordering and daily/monthly stock control.
- Contribute to keeping the overall site safe, clean and presentable.
- Support school and in-class programs.
- Support Parents and Friends events, where appropriate, run throughout the year.
- Work with suppliers to maintain relationships, problem solve and add value. Work with limited supervision, be autonomous, communicate effectively and have good interpersonal skills. Must be able to communicate well in a personable and friendly manner with students, staff, parents and suppliers.

### **Safety Standards and Quality**

*All food preparations and cleaning must be performed in accordance with the following:*

- Food Standards Australia and New Zealand (FSANZ) regulations and guidelines.
- Ensure that food prepared, offered for sale or provided complies with the DECD Right Bite Food Policy.
- Ensure compliance with relevant DECD work health & safety policies and procedures; this includes:
  - Keeping the canteen area clean and safe from trip hazards.
  - Safe stowage of foodstuffs and foodstuff empties, equipment and stock etc.
  - Safe manual tasks and lifting practices are undertaken by all.
  - Safe use of cleaning chemicals (safety data sheets, labelled containers, correct PPE etc).
  - Report any defective or damaged appliances or equipment.
  - Ensuring all staff and volunteers comply with policies and procedures.
- Ensure that food is not contaminated by cleaning chemicals, cross contamination, un-hygienic work practices or conditions or unsafe temperatures.
- Ensure that food, beverages, food stuff containers etc are ordered, stocked and rotated to enable the safe and efficient service of food and beverages.
- Participate in routine inspections of the canteen and audits of documentation and compliance with procedures.
- Closed in sturdy footwear must be worn at all times in the canteen. Gloves, apron and hair net (or similar) worn when preparing food.

### **Day to Day Running Expectations**

- Ensure the security of the canteen by following cash handling procedures, locking of doors and windows, restricting unauthorised persons from gaining access to work areas, and turning of appliances (except refrigerators).
- Ensure that equipment damage or faults are reported promptly to facilities staff regarding dangerous or structural faults, WHS issues etc.
- Manage time and prioritise tasks to ensure timely and safe serving of food during recess and lunch times.
- Ensure that any special dietary requirements (ie allergies, religious, cultural), are respected and catered for within the menu.

## Special Conditions

- The canteen is closed during public holidays, school holidays, student free days or as required to meet the needs of the school.
- The canteen may be required to provide food during special occasions or as required to meet the needs of the school.
- Appointment is subject to a satisfactory Department for Communities and Social Inclusion (DCSI) Child-Related Employment Screening Check.
- You will be required to undertake RAN – Responding to Abuse and Neglect - full day training course and the updated online course every three years.
- Uphold and demonstrate the school's values and behaviour expectations.
- Hold a current driver's licence.
- Be willing to participate and undertake any training that is deemed necessary by the Governing Council.

**Job and Person Specification NAME**

**DATE**

Acknowledged by Occupant: **SIGNATURE**

**Job and Person Specification NAME**

**DATE**

Approved by Chairperson of Burnside Primary **SIGNATURE**  
School Governing Council/Delegate:

## **PERSON SPECIFICATION ESSENTIAL REQUIREMENTS:**

### **1. Personal Skills and Abilities**

- Ability to establish effective working relationships with staff, students, parents, volunteers and Governing Council members.
- Ability to supervise volunteers and work as a team member.
- Ability to manage a variety of tasks simultaneously and work under pressure.
- Ability to demonstrate initiative in undertaking various tasks.
- Ability to perform tasks independently.

### **2. Experience (including community experience)**

- Experience in managing and working in a school canteen, community organisation or service industry.
- Experience in the safe preparation, cooking, handling and serving of nutritional food.
- Experience supervising and working cooperatively with a range of people.
- Experience in budgeting, handling and being responsible for cash takings.

### **3. Knowledge**

- A good knowledge of Australian food standards.
- A good knowledge of 'DECD Right Bite' Healthy eating strategy.
- Have a current DCSI Child Related Employment Screening clearance.
- An appropriate Food Safety and Hygiene Certificate/Course.
- Knowledge and understanding of WHS legislation.

## **DESIRABLE REQUIREMENTS:**

### **1. Knowledge and Experience (including community experience)**

- Knowledge of Work Health and Safety practices relative to food preparation, cooking handling and serving in a canteen or commercial kitchen environment.
- Hold an accredited qualification - Food Safety Supervisor Certificate.
- First Aid Certificate – Provide First Aid.
- Fire Extinguisher Training – Using Portable Fire Fighting Equipment.
- Current Responding to Abuse and Neglect - Education and Care training - RAN-EC.