

## POSITION DESCRIPTION

<b>Title:</b>	Canteen Manager and Staff
<b>Reports to:</b>	Business Manager/Principal
<b>Direct reports to this role:</b>	
<b>Internal Liaisons:</b>	Students, Staff
<b>External Liaisons:</b>	School Community
<b>Terms and Conditions:</b>	<i>Educational Services (Schools) General Staff Award 2020</i>

### Geraldton Grammar School (GGS) Vision Statement

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

### Strategic Pillars

**Personalisation** - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best.

**Staff** - Attract, retain and develop talented staff who are aligned with the school's values and work hard to achieve the purpose and vision for Geraldton Grammar School

**Our School Our Future** - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

**Community** - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

### Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.

### Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by GGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

### Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at GGS are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

## CANTEEN MANAGER AND STAFF - ROLES AND RESPONSIBILITIES

### Canteen Manager – Hours 8.00am to 3:30pm

- The Canteen Manager shall be responsible to the Business Manager and Principal.
- Planning, organising and monitoring the day to day operations of the canteen
- Prepare and provide high quality, healthy food in a professional manner
- Receive and process orders
- Have an innovative approach to providing interesting and nutritious food and drinks to students and staff of GGS
- Establish menus and promote nutrition in accordance with the Procedures and Practices as outlined in the Canteen Policy.
- Ensure efficient operation of the canteen.
- Ensuring that food prices are monitored and value for money considered
- Ensure communication of the canteen menu and prices to the GGS staff, students and parents, including signage of menus and specials.
- Liaise with suppliers, order stock, check supplies, check cost prices, set selling prices, undertake stocktakes as required.
- Establish and maintain a roster of voluntary helpers as required.
- Ensure all staff and volunteers comply with the regulations relating to hygiene in the storage, preparation, supply and serving of food.
- Ensure the canteen and equipment are hygienically kept and in good repair, including laundry.
- Ensure that students are treated with respect and dignity and should any issues arise, these will be immediately reported to the school administration
- Keep suitable records such as daily tally sheets, monthly summary sheets, stock order sheets, copies of orders, stocktake sheets, etc
- Reconcile takings daily and prepare banking for the accounts staff
- Authorise all accounts for payment by the school accounts staff
- Undertake any other duties as may reasonably be requested by the school

### Canteen Assistant

<b>Hours of work</b>	<b>Monday</b>	<b>8:00am to 2:00pm</b>
	<b>Tuesday</b>	<b>8:30am to 1:30pm</b>
	<b>Wednesday</b>	<b>8:30am to 1:30pm</b>
	<b>Thursday</b>	<b>8:30am to 1:30pm</b>
	<b>Friday</b>	<b>8:00am to 2:00pm</b>

- Assist the Canteen Manager as directed
- Comply with the regulations relating to hygiene in the storage, preparation, supply and serving of food as directed by the Canteen Manager
- Check money from orders
- Prepare food and distribute in class boxes
- Prepare food for over-the-counter sales
- Serve customers
- Assist with stock take, stock control and stock rotation
- Carry out daily and routine cleaning
- Undertake any other duties as may reasonably be requested by the Canteen Manager or the school

### Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise the risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other people so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act.

### Selection Criteria

#### Essential:

- Ability to provide valid Working with Children Check.
- Ability to provide a current National Police Clearance
- Excellent customer service skills