



Pittwater House

Position Available: Canteen Manager

The Pittwater House Schools require an efficient, enthusiastic & friendly canteen manager to work in our school canteen.

The Canteen at Pittwater House School is a Pittwater House Parents' Association (PHPA) initiative and provides healthy food choices for students and staff that reflect the wishes of the Canteen customers (Students, Staff and Parents & Carers) and is in line with the *NSW Healthy School Canteen Strategy*.

Hours of Operation in the Canteen are 730am-230pm, serving approximately 850 Students, 150 Staff for Breakfast, Recess & Lunch

SALARY PACKAGE	Level 3 of the Pittwater House School Maintenance, Grounds and Green keeping, Canteen, Uniform Shop and Bus Driver Staff; Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017. Superannuation at the approved SGL rate.
HOURS	37.5 hours per week permanent full-time ongoing position term time only.
TERMINATION	In accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 for Pittwater House Schools Limited or subsequent agreements.
PERFORMANCE REVIEW	Every 12 months (as close as possible to 31 December and no later than 15 January)

To be considered, you must meet the following criteria:

- Experience in a food preparation and service setting
- Excellent interpersonal and communication skills
- Demonstrated customer service experience, particularly with children
- Demonstrated skills in all aspects of operating a food business
- Demonstrated ability to work as a team member
- Demonstrated ability to supervise a small team and to show appropriate initiative
- Demonstrated time management skills and ability to control day-to-day operations
- Demonstrated punctuality and reliability
- Experience with volunteers and parent groups
- Knowledge of basic financial management systems
- Knowledge of the *NSW Healthy School Canteen Strategy*
- Understanding of work health and safety and ability to meet legislative requirements
- Interest in nutrition
- Demonstrated computer literacy using Microsoft Office applications and the internet
- Must have, or be prepared to obtain, a current senior aid qualification
- Experience and qualifications in food safety and handling are essential, as a minimum Food Safety Supervisors certificate or willingness to obtain.
- Further qualifications in food safety and handling would be highly desirable, such as: Possession of, or working toward, a Certificate III or Certificate IV in Hospitality or an equivalent qualification.

It is a requirement of employment that *Prohibited Employment Declaration* and *Consent to Employment screening* checks will be completed.

Position Description: Canteen Manager

Detailed Job Description as follows:

Purpose of the position	This position is responsible for the profitable management and operation of the school canteen according to the policies and procedures of the Pittwater House Parents' Association (PHPA). The Canteen Manager will support the development of strong relationships in the school community, in particular the students, parents, volunteers, teachers and other school personnel.
Canteen policy	<p>The Pittwater House School Canteen aims to:</p> <ul style="list-style-type: none"> • provide an enjoyable, nutritious and attractively presented selection of food and drinks at reasonable prices • help reduce health risk factors by encouraging the development of good eating habits • provide a variety of food and drinks consistent with the <i>NSW Department of Education - Healthy School Canteen Strategy</i> • provide students with practical learning experiences about making healthy food choices, that reinforce classroom lessons on nutrition. • function as an efficient enterprise • demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen • provide an opportunity for the school community, through the Canteen Governance Committee, to participate in decisions concerning the operation of the school canteen and the implementation of government policy • Foster community engagement between the parents and the School by providing parents with an opportunity for parents to be involved in the children's education environment • Provide a financial contribution towards funding projects to enhance our School. • Encourage courtesy and consideration among all personnel using canteen facilities.
Relationships/ Stakeholders	This position works closely with the PHPA, Canteen Governance Committee, the School Principal and the Students, Staff and wider school community.
Liaison with	PHPA, Students, TPHS Staff, Parents, Volunteers, Suppliers, Council Health authorities.
Immediate manager	The Canteen Manager reports to the PHPA executive through the Canteen Governance Committee. All HR & Performance Management requirements will be managed by the Pittwater House School Business & HR Managers
Reports	Canteen Assistant/s, Canteen Cook and Volunteers report to this position.
Extent of authority	<ul style="list-style-type: none"> • Has authority to purchase/order necessary products and produce to deliver a healthy canteen food service. • Exercise a degree of autonomy to achieve objectives of the position. • Management and direction of Canteen Assistant/s & Canteen Cook • Canteen Manager reports to the Canteen Governance Committee and PHPA executive.
Key responsibilities	<p>The Canteen Manager is responsible for carrying out the directives set by the Canteen Governance Committee and for the management of the day-to-day operations of the school canteen. This includes the following responsibilities:</p> <ul style="list-style-type: none"> • Providing leadership to canteen staff and volunteers to ensure the delivery of an affordable food service to the students and staff of the school. • The Canteen Supervisor will work with the Cook in developing an interesting and varied menu that caters for the tastes of students from early childhood to Year 12 as well as adult staff members, offering a balanced nutritious variety of food which is seasonally appropriate. • Preparation and serving of food to staff and students • Planning, organising and monitoring the day-to-day operations of the canteen, including the rostering of Volunteers, daily record-keeping (as deemed necessary by the canteen policy), opening and closing the

	<p>canteen, preparation and cooking for service and ensuring all workers sign in and out.</p> <ul style="list-style-type: none"> • Liaise with school administration in organising catering for a number of events and meetings held during or after the school day • Developing the necessary procedures to deliver the food service. • Ordering, purchasing and checking all supplies against invoices and delivery dockets, then passing them on to the appropriate financial delegate. • Using food preparation and cooking skills to minimise waste of fresh produce. • Orientating and training volunteers in food preparation and other procedures to deliver an affordable food service to students and staff. • Working with the PHPA, ensuring that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on a daily basis. • Ensuring that food product prices are monitored and value for money is considered. • Counting, recording and reconciling the daily takings according to school policy for safe handling of money. • Providing a report to the Canteen Governance Committee on the activities of the canteen, including sales once per term. • Ensuring that stock is kept at appropriate levels and a stocktake is undertaken at the end of each school term. • Maintaining statistical records according to the policies and procedures set down by the Canteen Governance Committee to reconcile sales to purchases and to allow for informed decision making when adding or taking an item off the menu. • Implementing procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are in line with Standard procedures • Ensure all council regulations are followed at all times • Ensuring all machinery and appliances are maintained in good order and are fit for purpose. Assisting the PHPA in planning for replacement equipment • Attending Canteen Governance Committee meetings with a PHPA representative once per term. • Cooperating with the PHPA in organising the ordering, delivery and storage of items for special events being conducted by the school. • Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards every term according to work health and safety legislation. • Ensuring security in the canteen, such as cash handling, keys, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there. • Ensuring that the appropriate level of cleaning in canteen is carried out daily. • Logging maintenance issues, hazards and injuries, and adhering to WHS policies and procedures. • Ensuring the canteen is vacated daily at the agreed time, having completed all daily tasks. • Ensuring a pleasant work environment for volunteers. • Ensuring that the operation of the canteen is in line with the values of the school. • Ensuring that students and staff are treated with respect and dignity and, should any issues arise, they are immediately reported to both the PHPA and school administration. • Train new staff members and volunteers in canteen processes • Participating in a performance appraisal meeting once per term. • In conjunction with TPHS HR Manager, conduct performance appraisals for direct reports (Assistant(s) and Cook). • Maintenance, upkeep and development of the online ordering system
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Key Performance area	Activities	Measures
Implement efficient systems in the school canteen	Develop and implement systems and processes necessary to establish an effective and efficient delivered food service at the school.	Systems and processes developed and followed: <ul style="list-style-type: none"> • Ordering and receiving deliveries • Cash handling • Cleaning schedule • Daily takings • Temperature checks • Lunch order system • Catering system • Wastage report Compliance of procedures audited on a term-by-term basis, procedures reviewed and altered on an as-needed basis.
Accounting and management	<ul style="list-style-type: none"> • Processing of invoices and sent through to appropriate financial delegate. • Completing daily takings sheet and tally sheets each day. • Ensure cash is banked according to school procedures and remaining canteen float is stored securely. • Stocktake of all items at end of each term. • Achieving specific efficiency targets, including financial targets agreed to by Canteen Supervisor and Canteen Governance Committee. 	<ul style="list-style-type: none"> • All invoices sent through in a timely manner to ensure payments are made prior to due dates. • Daily taking sheets are reviewed each week and as a whole at the end of each term. • Stocktake undertaken at the end of term & balanced to daily takings & wastage reports with explanations for variances. • All money banked according to procedures. • Targets are met or exceeded.
Other	Other duties as required.	Promptly attends to requests made by the PHPA executive, Principal or Canteen Governance Committee to undertake other duties as required.