# Innisfail State College Canteen (Canecutter Café)

## Canteen Manager Position Description

Contact Person: Jodie McAvoy – Vice President P&C Association
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| **Position:** | Canteen Manager – Canecutter Café |
| **Location:** | Innisfail State College |
| **Salary:** | $28.91 per hr gross (less tax) |
| **Status:** | Parents' and Citizens' Association Award – State 2016 (Award) |
| **Reports to:** | P&C Vice President (line manager), P&C Executive |
| **Hours:** | Full time – 30 hours per week |
| **Probation period:** | 6 months with monthly reviews |

The overarching goal of the Canecutter Café is to provide a nutritious, hygienic and economically viable food service to the school community, supporting the healthy lifestyle messages students learn in the classroom.

### Role of the Position

To oversee the day-to-day operations of the Canecutter Café, including staff and volunteer management, and being responsible for the effective and efficient operation of the business units in accordance with the policies and directions as determined by Innisfail State College P & C Association.

### Working Relationships

The position is accountable to the Vice President Innisfail State College P&C Association and the P&C Executive members. The jobholder is employed by the Innisfail State College P&C Association and will work in partnership with the Innisfail State College.

### Positions Delegations:

- Any casual or permanent employees of the Canecutter Café.
- Any volunteers of the Canecutter Café.

### Duties and Responsibilities:

- The day-to-day operation of the canteen within the guidelines and processes set by the school and Innisfail State College P & C Association.
- Ordering stock from suppliers approved by the school administration in accordance with any stock management procedures as set.
- Ordering, receiving and checking all supplies against invoices and delivery dockets, collating invoices before handing over to the P & C Association Treasurer for payment if required.
- Ensure stock is received and stored in accordance with correct food handling and hygiene procedures.
- Maintain high standards of hygiene in handling, preparing and serving food and in accordance with any applicable mandatory food safety legislation.
- Ensure compliance with workplace, health and safety standards.

- Ensure the canteen is cleaned after each day of operation along with incidental cleaning as required (e.g., end-of-year deep clean).
- Reinforce the principles of the *Smart Choices* Strategy and ensure the tuckshop menu aims to meet the guidelines as set out in the strategy.
- Ensure all daily takings are prepared for banking and policy is followed to safeguard takings. If banking cash is required of the Canteen Manager, this is to be carried out during paid working hours.
- Support the P&C with the recruitment of staff and volunteers.
- Supervise and manage staff and volunteers in the canteen, including rostering and time sheet completion.
- Provide training, supervision and support to all canteen staff and volunteers.
- Ensure a pleasant working environment for all staff and volunteers.
- Work with P&C on the financial management of the canteen to ensure the business remains viable.
- Regularly reviewing the menu to ensure items provided are financially viable while offering health benefits where possible.
- Prepare a written report for the P&C President to present at regular P&C meetings, attending these meetings if requested by the P&C.
- Observe the security of the canteen.
- Restrict canteen entry to authorised persons only.
- Perform a stocktake each term.
- Other duties as defined by the P&C.

## Experience / Skills Required:

If not already achieved, the jobholder will seek to obtain the following skills through professional development, supported by the P&C.

- Menu planning.
- Meal preparation, including managing the preparation of multiple menu items simultaneously.
- Ordering and stock control.
- Financial management of the canteen including pricing, analysing profit and loss.
- Food safety training including Allergy awareness training.
- Customer service skills along with the ability to think on your feet and troubleshoot.
- Basic computer skills including the management of any online ordering platform used by the tuckshop, e.g. FlexiSchools
- Any compliance requirements as set out of the Innisfail State College.

## Working with Children Check

Obtaining or holding a Blue Card is a requirement of this position.

## Smart Choices Food and Drink Supply Strategy for Queensland Schools

Information about this Education Queensland strategy is available at:
http://education.qld.gov.au/schools/healthy/food-drink-strategy.html