(INSERT NAME) School P&C Association operate the school canteen (INSERT DAYS) days per week throughout the NSW government school term.

**TITLE:** Canteen Manager  **HOURS FOR THIS POSITION**: (INSERT) **WAGES**: (INSERT LEVEL) in accordance with Fast Food Industry Award 2010   
(ENSURE COPY OF AWARD AND NATIONAL EMPLOYMENT STANDARDS INFORMATION SHEET ARE PROVIDED TO EMPLOYEE)

As a paid employee of (INSERT NAME) School P&C Association, the Canteen Manager is answerable to (INSERT NAME) School P&C Association, the employer’s representative is (INSERT NAME OF LINE MANAGER FOR THIS EMPLOYEE).

**POSITION DESCRIPTION**   
*Purpose of the position*  
The Canteen Manager is responsible for the profitable management and operation of the school canteen according to the policies and procedures of (INSERT NAME) School P&C Association.

The Canteen Manager will support the development of strong relationships within the school community in particular with the students, parents and volunteers, teachers, and other school personnel.

*Policy*  
The (INSERT NAME) School canteen aims and objectives are to; provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. As a public school the Canteen Manager will support and follow the Department of Education ‘Nutrition in Schools Policy’. Menu options should always encourage healthy eating habits in our children.

*Reports*  
The Canteen Manager is to submit a written report each month to the (INSERT EMPLOYER REPRESENTATIVE NAME HERE) who will report to the P&C Association as suitable.   
  
*Authority*  
The Canteen Manager has responsibility for authorising purchases/ordering necessary products and produce to deliver a menu in line with the Nutrition in Schools Policy.  
The Canteen Manager has responsibility for the management of the Canteen and direction of Canteen assistants and volunteers.

*Key Responsibilities*  
The canteen manager is responsible for the management of the day-to-day operations of the school canteen. This includes the following responsibilities:

* Planning, organising, and monitoring the day to day operations of the canteen, including the rostering of voluntary workers, daily record-keeping, opening and closing the canteen, preparation and cooking for service and ensuring all workers sign in and out;
* Developing, implementing and managing procedures to deliver the food service;
* Providing leadership to canteen employees and volunteers to ensure the delivery of an affordable food service to the school community;
* Ordering, purchasing and checking all supplies against invoices and delivery dockets.
* Processing payments weekly with notification provided to the (INSERT EMPLOYER REPRESENTATIVE NAME HARE) to allow for account payment.
* Processing payments onto (INSERT SOFTWARE NAME), including a balance each month, reconciling (INSERT SOFTWARE NAME) at end of each month to the bank statements of the Canteen accounts.
* Use food preparation and food handling skills to minimise waste.
* Induction and training volunteers in the food preparation and other procedures to deliver an affordable food service to the school community;
* 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 products prices are monitored and value for money considered;
* Counting, recording and reconciling the daily takings according to school policy for safe handling of money;
* Ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of each school term;
* Implement procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning;
* Ensuring all canteen workers including volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation;
* Co-operate with the (INSERT NAME HERE) P&C Association, in organising the ordering, delivery and storage of items for special events being conducted by the P&C Association;
* Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards every term according to WH&S legislation;
* Security in the canteen such as money, keys, arming security alarms, 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 cleaning incidental to the main function of the canteen is carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures) in accordance to the cleaning procedures set out in the food safety plan;
* Logging maintenance issues and adhering to WH&S policies and procedures;
* Ensuring a pleasant working environment for the volunteers.
* Ensure that the operation of the canteen is in line with the values of the school community;
* Ensuring that students are treated with respect and dignity and should any issues arise, these will be immediately reported in writing to both the P&C Association’s employer representative and the school Principal.