

GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: dl.1017.info@schools.sa.edu.au

W: www.glenelgps.sa.edu.au



GLENELG PRIMARY SCHOOL CANTEEN ASSISTANT MANAGER

Level 2 Fast Food Industry Employee

SUMMARY OF THE BROAD PURPOSE OF THE POSITION

You are employed by Glenelg Primary School Council Inc. to support the Canteen Manager to provide the school's daily canteen food service within food handling regulations and policies. This includes to manage the canteen in the absence of the Canteen Manager. The position involves taking direction from the Manager, working with volunteers, attending to the cleanliness of the canteen, ordering goods, food preparation and distribution, counting the takings and ensuring a safe, happy work environment.

REPORTING AND WORKING RELATIONSHIPS

- You are responsible to the Canteen Manager, Business Manager and Governing Council
 - You are required to work with the Canteen Manager, suppliers, volunteers, parents, students and staff
 - Your Line Manager will be the Canteen Manager and, in their absence, the school Business Manager
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YOUR RESPONSIBILITIES TO THE GOVERNING COUNCIL

1. You will be required to perform all duties to the best of your ability at all times;
2. Use your best endeavours to promote and protect the interests of the employer; and
3. Follow all reasonable and lawful directions given to you, including complying with policies and procedures should they arise.
4. Hours of work may depend on workloads and needs of the school but must not exceed contracted hours without approval from the Business Manager.
5. Assist to coordinate volunteers to meet essential canteen peak service and food preparation times including
 - Providing clear instructions and training (if necessary) to volunteer helpers
 - Supervise safe food handling and food area hygiene requirements
 - Participate in strategies to maintain morale & enthusiasm of volunteers
6. Assist in Financial Management
 - Count takings and clear to the school cashier on a daily basis
 - Liaise with the Business Manager to maintain Qkr with up to date menu options & price list
7. Assist in Stock Control
 - Support the Canteen Manager to maintain stock & supplies
 - Rotate stock to manage minimum wastage
 - Cross check invoices to stock received, sign and submit to Business Manager for timely payment
 - As directed complete stocktakes and submit to the Business Manager
8. Cleaning
 - Daily Duties – wiping down all benchtops, food prep areas including sanitising and washing floor
 - Maintain food area hygiene standards to all canteen equipment & areas daily, weekly and perform deep cleaning as required or a minimum of once per team
9. Governing Council Canteen Sub Committee
 - If the Canteen Manager is not available, provide the Manager's report by attending the Canteen committee meeting paid at the current rate
10. Maintain current certifications for working in a school
 - Maintain current RAN training paid at the current rate & provide certificate to Business Manager
 - Maintain current Working with Children clearance check and provide a copy of the certificate to the Business Manager



STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

- A variety of popular, nutritious foods & snacks for recess and lunch is provided to the school community.
 - Financial viability of the canteen is ensured as a result of marketing, management & housekeeping practices.
 - The Canteen Assistant Manager is an active participant in the management of the canteen working in conjunction with the Canteen Manager, Business Manager and Canteen Committee.
 - Volunteer workers look forward to working in the canteen and are well utilised to promote the canteen as a satisfying workplace.
 - A safe working environment is created & provided for the manager, employees, volunteers and any safety hazards are promptly reported.
 - Food & hygiene regulatory Health requirements governing the operations of the canteen are modelled by the Manager and Assistant Manager and instructed to all workers so hygiene practices, cleanliness, food handling, storage, packaging, presentation and disposal could pass a local government Audit at all times. Refer to the website <https://www.holdfast.sa.gov.au/services/health-services/food-premises-and-safety>
 - All invoices for payment are handled in a timely manner and suppliers appreciate the canteen for making timely payments to them fostering good working relationships.
 - The canteen is well managed and organised and is known for being a friendly, cooperative and important asset to the school community.
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PERSON SPECIFICATION

Skills & Abilities

The Canteen Assistant Manager will have the demonstrated & proven ability to:-

- Work effectively under pressure
- Communicate effectively with staff, parents, students, volunteer and suppliers
- Be an effective team worker and support to the Manager
- Be approachable and responsive with regard to the needs of the canteen
- Problem solve to analyse problems and devise practical solutions
- Possess a warm, open & friendly personality
- Be able to be flexible to meet needs of the school community within reason

Knowledge

- Proven knowledge of government health regulations for the sale of food, food premises hygiene and healthy food policy for schools
- Proven knowledge of OHS & W for identifying safety hazards and acting and reporting to Line Manager

Experience

- Demonstrated experience working collaboratively with a wide range of people
- Proven experience in food preparation, handling and storage
- Proven experience in food area hygiene & cleanliness

Desirable (not essential)

- Worked in a school canteen environment or hospitality area
 - Experience in cash handling
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REQUIREMENTS

The following must be provided prior to the commencement of employment:

- A valid / current *Working With Children Check* (WWCC) clearance issued by the Department of Human Services
- Evidence of having completed the current *Responding to Risks of Harm, Abuse and Neglect - Education and Care* (RRHAN-EC) fundamentals course

