

## Canteen Supervisor

Ocean Reef Senior High School Parents and Citizens Association (ORSHS P&C) (the 'employer') are seeking to employ two Canteen supervisors to share the responsibilities and management for the daily operation of the school Canteen.

Canteen staff are valued members of the Ocean Reef Senior High School community and are expected to uphold the values of Ocean Reef Senior High School.



Each Supervisor will be employed on a part-time basis for 25-30 (negotiable) hours per week Monday to Friday during school term time i.e. for 40 weeks of the year.

Leave entitlements and Conditions as per the current WA Restaurant, Tearoom and Catering Workers Award.

Supervisors will be initially employed at Level 4 under the current WA Restaurant, Tearoom and Catering Workers Award currently \$25.73 per hour. Following a 3-month probationary period, the role may be reclassified to Level 5.

### Key Duties

- The Canteen Supervisor will be responsible for the daily operation of the school canteen.
- Implement the Department of Education's Student Health Care Policy and Procedures (SHC policy) (formerly the Health Food and Drink policy).
- Ensure a pleasant working environment for all paid and volunteer staff.
- Provide pleasant and positive interaction with school students, staff and parents.
- Creation and implementation of menus
- Liaising with suppliers, other stakeholders and customers (e.g. Ocean Reef Primary School P&C).
- Ensuring that costings and budgets are maintained.
- Ensure appropriate rostering of staff.
- Responsible for securing the canteen during and after hours. Keep the canteen door locked during operating hours and secure the canteen at the end of the daily operations (keys, windows, doors, fridges, freezers) or at any other time that it is left unattended.
- Prepare written reports for committee meetings or when they are required.

### Skills and knowledge

The Canteen Supervisor will have:

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finance.
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community.
- High level of written and verbal communication skills.
- Knowledge of the Department of Education's Student Health Care Policy & Procedures, and Traffic Light system.
- Completed FoodSafe Food Handler training (or its equivalent).
- Completed All about Allergens training.
- Current First Aid training.
- Completed Food Safety Supervisor training, renewed every 5 years.
- Competent computer skills.
- Current Working with Children Check and Police Clearance.
- Current driver's license, reliable vehicle and telephone.
- Understand the QKR application used for ordering and generating reports desirable.

### Menu planning and stock control

- Plan a menu that:
  - Meets the SHC policy and traffic light system.
  - Includes food and drinks that meet the Star Choice™ nutrient criteria.
  - Creates interest and focuses on tasty, nutritious foods and fresh seasonal produce.
- Order goods from approved suppliers, check deliveries for quantity and quality, and retain correct documentation.
- Ensure that stock is kept at an adequate level, is rotated correctly, and is not held in excessive quantities.

- Ensure that all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the canteen policy.
- If required, shop for goods other than those delivered by suppliers.
- If required, coordinate with the school principal and/or parent body in organising the ordering and accepting delivery of items for special events being conducted by the school.
- Conduct stocktaking when required by the employer, the canteen sub-committee and/or the Parent Body e.g. at the end of term/semester/year.

### **Staff and service**

- Prepare the canteen for daily operations. Collate all orders and prepare food for sale in an efficient manner with appropriate workflow processes and standardisation and portion control practices thus ensuring wastage is kept to a minimum.
- Supervise and instruct paid staff and volunteers in their duties.
- Roster staff and volunteers and obtain replacements when necessary.
- Ensure staff and volunteers have the correct training and hold a FoodSafe Food Handler and All about Allergens training certificate and maintain a training registered.
- Ensure staff and volunteers have the correct checks/clearances, for example:
- Welcome and instruct new volunteers to ensure correct food preparation and serving and in the general running of the canteen.
- Serve students at recess and lunchtimes and on other occasions if required, for example at sports or special occasions.

### **Communication**

- Attend all meetings of the Canteen sub-committee and/or P&C meeting; and submit a written report.
- If required, design and conduct surveys of the school community to identify the perception of the canteen, usage, and most popular menu choices etc.
- Design, print, distribute and promote appropriate seasonal menus in consultation with the employer.
- Ensure that the products and services provided by the canteen are marketed and promoted to generate a high level of daily sales.
- Consider other business opportunities available to the canteen to further service the school community e.g. catering for meetings and events held at the school.
- Consult with the employer regarding maintenance or replacement of equipment and for any problems arising in the conduct of the canteen
- Notify the employer in the event of sickness or absence to enable a replacement to be arranged.

### **Financial management**

- Implement correct formulas for applying selling prices to ensure all operating overheads are covered, in consultation with the employer, the canteen sub-committee and/or the parent body.
- Work in conjunction with the employer, the canteen sub-committee and/or the parent body to ensure that all trading terms of agreement are met in the payment of accounts.
- Maintain adequate financial records, including order and daily takings books. Liaise with the financial management team (book keeper) to ensure all earnings and expenditure is accounted for in a consistent, accurate and reliable manner.
- Operate and maintain online ordering systems (QKR and Square).
- Count the daily takings, preferably with a second person, and prepare for banking.
- Bank takings daily or as directed.
- Restrict entry to the canteen to only those who as per the canteen policy are authorised to be there and ensure all staff and volunteers sign the attendance register.

### **Cleaning, hygiene and food safety**

- Comply with the Food Act 2008 (WA); the Food Regulations 2009; and the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996.
- Ensure all other staff and volunteers are trained in FoodSafe Food Handler training, or its equivalent.
- Ensure all other staff and volunteers have completed All about Allergens training.

- Maintain a training register.
- Ensure all equipment and surfaces are cleaned daily with detergent and sanitizer.
- Liaise and co-ordinate contracted cleaners and additional maintenance tasks.
- Maintain a safe, clean work environment and report all accidents to the relevant person as soon as possible or within 24 hours.
- If required, contact the local council Environmental Health Officer to ensure regular inspections take place and to clarify what level of food preparation is permitted.
- If required, wash all canteen linen, compensation to be paid according to the Award.
- Ensure the canteen is vacated daily before the time negotiated with the school principal and school cleaners.

**Professional development and training**

- Hours allocated and costs covered for professional development will be determined by the employer.
- Approval in writing must be sought prior to undertaking professional development from the employer regarding payment details.
- If there is a registration fee for attending professional development this will be covered by the employer.

Please include a cover letter with your application, along with an updated resume including names and contact details of 2 referees.

Please email to [oceanreefpandc@gmail.com](mailto:oceanreefpandc@gmail.com)

Closing date Sunday 2<sup>nd</sup> June