



Title of Position:	Canteen Coordinator
Department:	Operations
Reports to:	Business Manager (or delegate)
Stream:	Services
Classification:	Grade 3
Number of Direct Reports:	Nil

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 10,000 staff and more than 55,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

The Canteen Coordinator works under the general supervision of the Business Manager (or delegate) and is responsible for coordinating, overseeing and carrying out a range of tasks and activities to effectively operate the School Canteen, ensuring compliance with Health, Hygiene, and Work Health & Safety requirements.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Business Manager
- Students, staff, and volunteers
- Canteen, administration and finance Staff

KEY RESPONSIBILITIES

Duties include, and not limited to:

- Responsible for monitoring, scheduling and carrying out a range of activities associated with the day-to-day operations of the school Canteen, within available budget parameters.
- Coordinate the overall operating activities of the school Canteen ensuring it is opened and closed at required times and provides for sufficient preparation, service and close-up time allocated to enable all required duties to be effectively undertaken.

- Ensure an organised and efficient Canteen service is provided whereby students waiting or assisting are monitored, and all persons are treated respectfully at all times. Report any issues that may arise and seek assistance as appropriate.
- Develop a suitable canteen menu which offers an appealing variety of foods that students will enjoy taking into account nutritional and dietary considerations.
- Purchase food provisions which are required each day/week/month (as appropriate) in line with the menu and according to budget.
- Coordinate and undertake the preparation of food for sale, ensuring minimal wastage and arrange for pre-ordered food to be available for a streamlined pick-up service during recess and lunch periods as well as serving students and others at designated times as required.
- Ensure canteen security protocols are observed and applied at all times. This includes money handling, keys, security alarm protocols, locking of all doors and windows when canteen is not in use, switching off of all appliances (except refrigeration units) at the end of each daily canteen service and restricting entry to authorised personnel only.
- Ensure invoices for all purchases are provided to Finance staff in a timely manner for payment and reconciliation and that all supplies are checked against invoices and delivery dockets. Follow up and/or report any anomalies and undertake corrective action, as authorised.
- Monitor sales and costs of goods and overall profitability and provide an accurate record of daily takings to Finance staff. This involves maintaining adequate financial records to ensure all earnings and expenditure are accounted for in a consistent and reliable way.
- Ensure compliance with all relevant requirements of the SA Health Food Standards and the National Quality Standards/Framework, ensuring all procedures are maintained to high standards e.g. food handling and hygiene practices to prevent food spoilage and contamination, overall presentation of food, kitchen, and serving areas.
- Coordinate an end of term stock-take and document outcomes, providing accurate details to the Business Manager (or delegate) for Profit & Loss and other accounting and operational purposes, in a timely manner.
- Administer and facilitate volunteer rosters, monitor their activities and oversee sign-in and sign-out registers to achieve the smooth and efficient provision of the daily canteen service in a supportive working environment.
- Liaise with school administration staff on a regular basis to promote volunteer opportunities, rosters, calls for assistance, feedback, and menu information, via the School Newsletter.
- Ensure an effective daily clean occurs including wiping down benches, equipment and fixtures, disposing of waste, sweeping and mopping floors and securing stock. At the end of each term, facilitate a thorough clean of the Canteen (e.g. cleaning ovens, refrigerators and other equipment and fixtures).
- Ensure compliance with all WHS obligations including general induction and training and supervision of all Canteen staff, volunteers, and students assisting in the Canteen, as required.
- Promptly report any WHS issues and undertake appropriate follow-up action in conjunction with relevant school staff (e.g. WHS Coordinator). As required, assist in undertaking risk assessments periodically and support annual health inspections as applicable.
- Actively and positively engage in school activities, events, meetings, required training and professional reviews.
- Undertake any other duties as directed by the Principal (or delegate).

Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Utilise adequate protective clothing and equipment as required.
- Participate in any WHS-related training and activities.

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrate comprehensive practical skills and competency in food preparation and handling, health and hygiene and cleaning activities to ensure work practices are undertaken in a safe and responsible manner.
- Demonstrated purchasing and money handling experience, knowledge of required financial transactions and record keeping and ability to operate within a budget.
- Comprehensive computing skills and knowledge, able to effectively utilise Microsoft Office e.g. Outlook, Word, Excel and maintain online and hardcopy records and produce reports.
- Ability to interact professionally, be a positive team member and/or leader, and effectively liaise with all members of the school community.
- High level customer service, strong interpersonal and communication skills, with ability to give clear and reasonable instructions as well receive direction covering broader aspects of work and supervise others undertaking practical activities.
- Ability to competently work under a low level of direct supervision (but subject to direction), take responsibility for own outcomes in relation to specified quality standards and assume significant initiative and responsibility relevant to area of work function.
- Experience in applying solutions to a range of problems and analysing and planning approaches to operational problems associated with area of responsibility.
- Demonstrated ability to locate, analyse and evaluate information from a variety of sources to achieve work priorities.
- Strong organisational skills, including planning, scheduling, and prioritisation of work tasks to deliver required work outcomes safety and within identified timelines.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.
- Ability to use discretion and judgement and take responsibility for own work and outcomes to meet specified standards.

ROLE REQUIREMENTS

- A Certificate IV in food handling or similar and/or relevant equivalent competencies. Knowledge and application of WHS and Food Health policies, legislation and regulations.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.