

ARDEN



CANTEEN SUPERVISOR [WHOLE SCHOOL]

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

General expectations

As a member of the School's staff you will

- Exhibit conduct in keeping with the School's mission and vision
- Reflect and promote the School's Christian values of Love, Hope, Service, Courage, Compassion and Respect
- Display integrity and sound judgment and be committed to ethical behaviour
- Work constructively and collaboratively with team members and with others
- Take personal responsibility for actions and consequences
- Communicate effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Possess an openness to change
- Adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

Experience & Qualifications

- ☐ Experience in an educational context with food management and service (desirable)
- ☐ Food safety certification (desirable)
- ☐ Demonstrated experience managing a team

Personal Attributes

- ☐ Warm, welcoming and professional manner
- ☐ Presents a professional and positive demeanour
- ☐ Possesses a strong work ethic
- ☐ Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- ☐ Strong organisation and time management skills
- ☐ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- ☐ Ability to effectively communicate

Essential Skills

- ☐ General understanding of food safety requirements
- ☐ General knowledge of food preparation and cooking styles
- ☐ Ability to mix well with people at all age levels and varying backgrounds
- ☐ Ability to work collaboratively and be flexible in working hours, when applicable
- ☐ Ability to develop healthy professional relationships with food suppliers
- ☐ Ability to establish and maintain effective communication between the Business Manager, staff, volunteers and suppliers
- ☐ Sound written and verbal communication skills
- ☐ Commitment to model the Christian values in a school environment
- ☐ Commitment to comply with relevant food safety and handling obligations

POSITION PROFILE

The Canteen Supervisor reports directly to the Canteen Manager. The role has responsibility for assisting with the provision of a variety of nutritious and appealing food and drink options at a reasonable cost to students and staff within the School.

The role is primarily required to support the Canteen Manager ensuring that the canteens across both the Junior and Secondary campus operate as an efficient and cost-neutral area of the school.

The Canteen Supervisor will be required to actively support the cashless and online order system. The Canteen Supervisor will also be expected to provide input to the future development of the canteen facilities to meet the future needs of the School in line with Master Planning and building projects.

While ensuring the Canteen can provide an opportunity for members of the School community to be involved in the School in a practical way through volunteering, it is important this role fosters goodwill to encourage volunteers to regularly assist where possible.

Key Responsibilities

The Canteen Supervisor has duties and responsibilities as outlined, but not limited to, the following:

Staff & Volunteers

- ☐ Ensure all food handlers, including volunteers, are confident and competent in the tasks they are asked to do

- ❑ Ensure food handlers have knowledge and skills appropriate to the type of food they are receiving, preparing, storing and serving
- ❑ Take responsibility for volunteers having a basic understanding of food safety (eg, how to avoid cross contamination, personal hygiene while handling food, temperature control, etc)
- ❑ Assist with the co-ordination and management of parent volunteer rosters on a routine basis to give all volunteers adequate notice
- ❑ Promote a sense of community and cooperation with students, parents and school staff.

Sales, Food Preparation and Stock Management

- ❑ Process and prepare grocery and/or food items for purchase
- ❑ Organise and prepare Recess and Lunch orders
- ❑ Provide over the counter sales service as required
- ❑ Pick up stock, grocery supplies and/or food orders from alternate campuses (if required)
- ❑ Assist with the ordering and purchasing of stock and fresh produce
- ❑ Adhere to cost price purchasing with preferred suppliers where feasible and possible
- ❑ As delegated by the Canteen Manager, research and recommend healthy food offerings
- ❑ Undertake adhoc stock counts
- ❑ Assist with the annual stock take for school audit purposes and provide assistance to ensure timely and accurate completion of school audit requirements as required.

Finance & Compliance

- ❑ Ensure adherence at all times to safe work health and safety procedures
- ❑ Assist with the implementation and maintenance of a food handling and service risk register as appropriate and ensure compliance with risk mitigation strategies and associated policies and procedures
- ❑ Assist with ensuring all delivery orders and invoices are checked against quantity and price and are authorised, coded and submitted to the finance department in a timely manner for payment
- ❑ As required by the Canteen Manager, follow up with outstanding payments due from students to ensure no outstanding amounts at the end of each term
- ❑ Ensure no staff hold accounts with the Canteen
- ❑ Ensure the adherence to cash handling procedures and minimum cash is retained overnight
- ❑ Manage the petty cash procedure for the canteen and ensure the reconciliation and cash replenishment is timely and accurate
- ❑ Assist with the minimisation of food and stock wastage and loss and provide reporting on outcomes as required
- ❑ Assist with the regular review of the pricing, food quality and customer services provided by suppliers
- ❑ Assist with the research, development and maintenance of appropriate food management and service policies and procedure across both campuses
- ❑ As directed by the Canteen Manager investigate opportunities to improve the service and food offerings of the canteen.

Facilities & Equipment

- ❑ Ensure canteen equipment is functioning appropriately and report any issues to the Canteen Manager in a timely manner
- ❑ Ensure the canteen is cleaned appropriately on a daily basis.

Work Health & Safety (WHS)

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- ☐ participating in the development of a safe and healthy workplace
- ☐ complying with any instructions given for their own safety and health and that of others
- ☐ adhering to safe work procedures
- ☐ being familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)
- ☐ reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- ☐ not placing others at risk by any act or omission, or
- ☐ not wilfully or recklessly interfering with any safety requirement of the School.

Other Duties and Responsibilities (as required)

- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Attend professional learning events, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or as delegated)

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. The responsibilities and expectations of this position may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

The Business Manager and Canteen Manager may direct other duties and assistance with adhoc projects as required.

Role classification

Industrial Agreement	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement (MEA) 2021
Classification	Canteen Supervisor
Level	2 (a)
Hours (usual)	Part time

Staff are employed at a classification level and assigned to a role rather than appointed to a position.

Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

Reports

This role reports directly to the Canteen Manager.

There are no direct reports for this role.

Professional Review

This Position Description is intended as a framework for professional review.