INTRODUCTION:

The Canteen Manager is a member of the support staff and reports to the Principal through the Director of Business Services. The function of the Canteen Manager will be responsible for planning, supervising and controlling the day to day operations of the Canteen.

BASIC ROLE PURPOSE:

The Canteen Manager provides a welcoming atmosphere where excellence is encouraged and fostered. Contribution to the development of the College’s Catholic culture and the promotion of Christian values through personal witness. The Canteen Manager will sustain a high level of professional knowledge, ensuring they are aware of current system developments and the ability to implement and maintain an accurate record system.

ACCOUNTABILITY:

The Canteen Manager is accountable to the Principal and reports to the Principal through the Director of Business Services.
**ROLE EXPECTATIONS:**

The Canteen Manager is responsible to the Director of Business Services for the supervision, planning and operation of the Canteen. In particular they are responsible for:

1. Being at the genuine care and service of the students;
2. Making all volunteer helpers welcome in the College community – being a polite listener and a loyal employee;
3. Ensuring that the preparing of food is of a high standard and the range of food and drinks in the canteen is adequate, appropriate, healthy and comply with healthy canteen regulations;
4. Maintaining the highest ongoing standards of cleanliness in the canteen;
5. Ordering all supplies for the Canteen and ensuring adequacy of stock, with orders being placed with suppliers who have been appointed in consultation with the Director of Business Services;
6. Accounting for all supplies in and monies from the canteen;
7. Co-ordinating staff morning tea, lunches, after school refreshments and dinners as required;
8. Ensuring the canteen and all appliances are thoroughly cleaned at the beginning of each holiday period;
9. Stocking the canteen at the end of each holiday period;
10. Making recommendations concerning improvements to the functioning of and plant in the canteen;
11. Providing a cleaning service for towels, tea towels, table cloths etc as required;
12. Supervising the work of the canteen staff;
13. Complying with all relevant aspects of the College’s WHS policy, procedures and guidelines;
14. Other duties assigned by the Principal