

Location:	Xavier College – Gawler Belt, Two Wells, Evanston, Riverlea
Employment Status:	Permanent, Part-time
Classification Level:	As per CESA Catholic Schools Agreement 2020, Education Support Officer, Grade 4, Services
Normal Hours of Work:	7.30am – 3.30pm Monday – Friday (½-hour lunch break)
Stipulated number ordinary hours:	37.5 hours per week, 41 weeks a year

- Responsible for developing an annual schedule of work activities and ensuring all identified activities associated with the operation of the school Canteen are effectively undertaken, within available budget parameters.
- Coordinate all activities associated with the operation of the school Canteen including open/close times, and sufficient preparation, service and close-up allocations for all required duties to be effectively undertaken.
- Deliver an organised, efficient Canteen service and high standard of customer service at all times. Report any issues that may arise and seek assistance as appropriate.
- Develop and implement a suitable canteen menu which offers an appealing variety of foods that students will enjoy taking into account nutritional and dietary considerations and purchase required food provisions each day/week/month (as appropriate) in line with the menu and according to budget.
- Coordinate the purchase, provision, preparation, and storage of nutritious and appropriate foods for the OSHC service, liaising with the OSHC Director, ensuring meals and snacks meet health and dietary standards and align with the *Right Bite Strategy* and *SA Health Food Standards*.
- Oversee 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.

- Develop and implement effective canteen security protocols including 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 high standards of food safety and hygiene practices occur which align with SA Health Food Standards and the National Quality Standards/Framework e.g. food handling and hygiene practices to prevent food spoilage and contamination, overall presentation of food, kitchen, and serving areas.
- Liaise directly and regularly with sale representatives and approved suppliers to review product availability, negotiate terms and recommend cost-effective purchasing solutions.
- Responsible for the timely provision of invoices for all purchases for payment and reconciliation and ensuring all supplies are checked against invoices and delivery dockets with follow up and/or reporting of any anomalies and undertaking corrective action, as authorised.
- Monitor sales and costs of goods and overall profitability, provide an accurate record of daily takings, maintain adequate financial records to ensure all earnings and expenditure are accounted for in a consistent and reliable way and ensure compliance with all relevant administrative systems.
- Responsible for the safe operation and maintenance of all equipment and ensure daily cleaning duties occur 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).
- Manage the end of term stock-take process and document outcomes, providing accurate details for Profit & Loss and other accounting and operational purposes, in a timely manner.
- Supervise, train and support canteen staff to achieve the smooth and efficient running of the services, in a supportive working environment.
- Be responsible for compliance of 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). Participate in risk assessments periodically and support annual health inspections as applicable.
- Design, develop and implement standard operating procedures (SOPs) for all canteen operations, including food preparation, hygiene, customer service, and cash handling.
- Comply with WHS policies, practices, and priorities, within area of responsibility, ensure the use of adequate protective clothing and equipment as required and participating in required WHS-related training and activities.
- Actively and positively engage in required school activities, events, meetings, training and professional reviews.
- Undertake any other duties as directed by the Principal (or delegate).

Person Specifications

- Demonstrate broad knowledge and experience in designing nutritious and appropriate foods and implementing food preparation and handling processes, 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.
- Sound knowledge and skills of, and experience with, undertaking the required administrative and financial functions of a Canteen Shop service, including familiarity with forms and submission timelines and processes and other applicable systems and requirements, requiring no guidance during the performance of work
- 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.
- Experienced in leading a small team including supervising, training, developing, and positively engaging with and supporting others.

- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations
- Demonstrated ability to apply a high degree of initiative, discretion and capacity to program own work and take responsibility for own outcomes within broad parameters and limited responsibility for the achievement of the canteen function outcomes Experience in applying solutions to a range of problems and analysing and planning approaches to operational problems associated with area of responsibility.
- Ability to analyse, diagnose, design, and implement solutions across a broad range of functions within area of responsibility.
- Ability to interact professionally, communicate and collaborate as a positive team member and leader, and effectively liaise with members of the school community, contractors, and others.
- High level organisational skills, including flexibility, planning, scheduling and prioritisation to deliver all required work outcomes in a timely and cost-effective manner.
- 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.
- 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 Diploma in food handling/cookery 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 certificate (HLTAID012)
- Disability Standards for Education training
- 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.