

procedures, menu creation, food preparation and service requirements, stock procurement, staff rostering, adherence to work, health and safety requirements, and budget parameters.

- Lead and supervise Canteen and Uniform Shop staff, ensuring services operate efficiently and in a safe, organised positive work environment..
- Oversee and support the Canteen Assistant Manager in the day-to-day supervision of staff and volunteers to maintain regular communication, effective rostering, task allocation and consistent operational standards. For new staff and volunteers this involves meeting all required on-boarding and induction obligations.
- Prepare reports, proposals, and recommendations, as appropriate, for College leadership and external bodies.
- Provide operational support across the Canteen and Uniform Shop as required, including backfilling rostered shifts during staff absences to achieve continuity of service.
- Ensure compliance with all applicable policies and legislative requirements across areas of responsibility, including management of staff, financial controls, food safety, workplace health and safety, and child safety obligations.
- Work in partnership with Campus Principal's and the Finance Manager to develop a suitable canteen menu which offers an appealing variety of foods using the *Right Bite Food and Drink Standards* and *SA Health Food Standards*, within budget parameters.
- Maintain overall responsibility for compliance with daily and end-of-term cleaning schedules, including appropriate delegation and completion of tasks across areas of responsibility (i.e. cleaning of benches, equipment, fixtures, waste disposal, floor maintenance and securing of stock and appliances).
- Take a leading role in maintaining stock control across areas of responsibility including facilitating regular stocktakes, ordering for additional stock, inventory reconciliation, reporting of variances and recommendations for new or replacement equipment, as appropriate.
- Manage the fulfilment of all online orders within agreed timeframes, ensuring accuracy in order packing, labelling, and distribution, including coordination of deliveries where required.
- Oversee and support the use of online ordering systems including accurate setup, updates and timely implementation of system changes.
- Develop, implement and continuously review policies and procedures within areas of responsibility to support a high standard of service delivery and operational efficiency within the Canteen and Uniform shop.
- Work collaboratively to organise and cater for College and/or Campus specific events and other catering as directed by the College Principal.

Finance

- Proactively manage and review operating costs across areas of responsibility, ensuring profit margins support profitability and sustainability, including overseeing pricing decisions and delivering sales reports to inform decision making.
- Develop and manage the annual Canteen and Uniform shop budget, in collaboration with the Finance Manager, including identifying and implementing cost control initiatives.
- Develop and maintain effective working relationships with sale representatives and suppliers to annually review product availability, negotiate terms and recommend cost-effective purchasing solutions.
- Monitor, analyse, and report on cost of sales using canteen point-of-sale (POS) systems to support Finance reporting and budgeting.
- Oversee the timely processing of supplier invoices, ensuring all goods received are checked against invoices and delivery dockets prior to submission to Finance for payment and reconciliation.
- Oversee and maintain accountability for all cash and EFTPOS transactions consistent with College banking procedures including handling and reconciling of monies and coding of prices and timely investigation and resolution of discrepancies escalated by staff.
- Maintain adequate financial records for food and uniform shop orders to ensure all earnings and expenditure are accounted for in a consistent and reliable manner

Work, Health and Safety

- Lead and oversee high standards of food safety and hygiene practices aligned with SA Health Food Standards and the National Quality Standards/Frameworks (e.g. food handling and hygiene practices to prevent food spoilage and contamination, food temperature control, storage, overall presentation of food, kitchen and serving areas).
- Develop, implement and maintain standard operating procedures (SOPs) across areas of responsibility ensuring safe, efficient, and compliant service delivery.
- Promptly report any WHS issues and undertake appropriate follow-up action in conjunction with the Work Health and Safety team. Undertake risk assessments, support annual health inspections and when required, investigate and develop written plans and proposals necessary to implement changes to existing practices to fulfil WHS obligations.
- Comply with WHS policies, practices, and priorities, within area of responsibility, including the use of adequate protective clothing and equipment as required and undertaking required WHS-related training and activities.
- Actively and positively lead and participate in required College activities, events, meetings, training and professional reviews.
- Undertake any other duties as directed by the Principal (or delegate).

Special Conditions

- The position may be required to work additional hours during peak operational periods. Additional time worked (overtime) must be pre-arranged and pre-approved by the Finance Manager (or delegate) in accordance with College policy. Overtime and TOIL provisions as contained in the Enterprise Agreement (as replaced or amended) may apply.

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the College.
- Knowledge and understanding of food safety regulations and requirements with demonstrated practical application in a food service environment.
- Qualifications, training and/or experience in WHS including Hazard Management, Risk Assessment and Job Safety Analysis and safe food handling practices.
- Specialised knowledge with depth in school-based or large-scale food service operations, including canteen management, food preparation, and service delivery. Experience working in a school setting is highly desirable.
- Demonstrated experience in undertaking research and investigations which may be extensive to ensure menus, procurement and operations meet nutritional guidelines, compliance requirements and service objectives.
- Ability to inform the development of significant policies and strategies for the successful operation in relation to areas of responsibility.
- Demonstrated experience in all aspects of team leadership and management to achieve a cohesive, positive and engaged culture and environment.
- High level computing skills with experience effectively utilising Microsoft Office, POS systems and maintaining online and hardcopy records and produce reports, as required.
- Excellent interpersonal and communication skills, able to interact professionally at all levels and work collaboratively with other function areas within and external to the College community.
- Experienced in working under minimal direction, requiring no guidance during the performance of work, and being accountable for own and team outcomes within broad parameters.
- Able to initiate, analyse, design, plan, execute and evaluate major, broad or highly specialised functions in varied or specialised contexts relevant to the role responsibilities.
- Excellent time management and highly developed organisational skills including flexibility and experience in effectively prioritising workload for self and team to meet required timelines.
- Experienced in exercising substantial autonomy in decision-making for the Canteen and Uniform shop using a wide range of highly specialised skills and knowledge. This includes budget management.
- Ability to generate and evaluate ideas through analysis of information and concepts at an abstract level to

enable successful planning and delivery of required function output.

- Demonstrated ability to deal effectively with unexpected situations and calmly respond to challenging situations in a reasonable and measured manner.
- Lead, role model, monitor and ensure the application of safe work practices for all individual and team tasks.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace including appropriate personal protective equipment to fulfil role requirements.
- A demonstrated understanding of professional boundaries and the need for confidentiality.
- Willingness to actively participate in College activities, ongoing professional learning, timely completion of required training, and professional (and other) reviews.

Role Requirements

- A Diploma (comprising of two or more years of full-time study) 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.
- Food Safety Supervision Skill Set (SITSS00069) Certification
- 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.