



POSITION DESCRIPTION: Canteen Manager

SCHOOL PROFILE

Grace Christian School is an independent, non-denominational, co-educational school affiliated with Christian Schools Australia and is a ministry of Dreambuilders Church. The school is conveniently located within the City of Bunbury, a growing coastal regional city, 187 km south of Perth. The current school enrolment is approximately 660 students from Kindergarten to Year 12, and provides Bible-based education in an atmosphere of Christian community.

GRACE STAFF

Grace Christian School staffs are all committed Christians and play a vital role in enabling the school to deliver on its educational commitment to both its parents and students.

The following statements are intended to describe the general nature and level of work expected and being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. REMUNERATION AND CONDITIONS OF APPOINTMENT

- WA Christian Schools Non-Teaching Staff Multi-Enterprise Agreement

2. POSITION OBJECTIVES

- Manage and coordinate the operations of the school canteen
- Ensure the canteen is financially viable and provides a high standard of food and service within the school community at reasonable prices.

3. REQUIREMENT OF THE POSITION

3.1 Personal Qualities and Skills

- Able to develop, lead and train volunteer helpers.
- Well-developed organisational skills.
- Able to generate positive relationships within the school and integrate canteen activities within the life of the school.

3.2 Knowledge

- A working knowledge of health and safety requirements in a canteen environment.
- A well-developed understanding of the dietary and nutritional needs of school aged children.

3.3 Experience

- Demonstrated management or supervisory experience in the food industry is desirable.

3.4 Qualifications and Training

- Proficient in the MS Office Suite.
- Willingness to complete the 6 hour School Canteen Food Service Course as provided by the Western Australian School Canteen Association.
- Must hold or be able to obtain a 'Working with Children' card.
- Formal qualifications are not necessary but would be well regarded.

4. KEY DUTIES AND RESPONSIBILITIES

- Manage and oversee the operation of the canteen as an efficient business enterprise in accordance with the requirements of the Schools Canteen Policy.

POSITION DESCRIPTION

Canteen Manager

- Recruit, train and develop volunteers on a roster basis to assist in the canteen.
- Develop and maintain an enjoyable, nutritional and attractively presented selection of food and drink at reasonable prices.
- Encourage courtesy and consideration among all students and personnel using canteen facilities.

5. ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Business Manager
- School Principal

Supervision of:

- Volunteers

Key Internal Relationships

- Bursar and Administration Staff
- Heads of School and Teaching staff
- Students

Key External Relationships

- Suppliers
- Other school canteen managers
- W.A. School Canteen Association
- Health and Safety authorities.

6. SELECTION CRITERIA

Essential

- Demonstrates a credible profession of faith in Jesus Christ as Lord and Saviour and is in regular fellowship in a Christian Church as evidenced by a reference from the pastor of that church.
- Friendly with well-developed interpersonal skills.
- Has a demonstrated capacity to manage and oversee the operating of the canteen as a servant leader who will develop the canteen as a service within a Christian community.
- The ability and willingness to be flexible, continually learning and seeking to improve the canteen service.

Desirable

- Previous management or supervisory experience in a similar role within the food industry.
- Nutrition or dietary knowledge.