



FRASER COAST ANGLICAN COLLEGE

Role Statement

ROLE TITLE:	Canteen Convenor
DEPARTMENT:	Canteen
REPORTS TO:	Office Administrator
RESPONSIBLE TO:	Business Manager
WORKPLACE AGREEMENT:	<i>The Anglican Schools Workplace Agreement 2021</i>
CLASSIFICATION LEVEL:	Retail - Supervisor Level 2
DATE PREPARED:	November 2012
DATE REVISED:	November 2023, March 2024

ORGANISATIONAL ENVIRONMENT:

Mission

Fraser Coast Anglican College is a contemporary learning community shaped by the image of God that values the whole child – Body, Mind and Spirit.

We educate our students to use the gift of their education to advance their community as well as themselves.

Vision

Empowering our community for the building of a better world.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies and procedures and any other practices (such as the code of conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Working with Children Check (Paid Blue Card).

Note that staff are required to familiarise themselves with the College Child and Youth Risk Management Strategy, its policies and procedures.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or Head of Sub School) of any misdemeanour so that sanctions may be invoked where required. However within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE:

The **Canteen Convenor** is responsible for the profitable management and day-to-day operation of the College Canteen. The Canteen Convenor is to support the development of strong relationships within the College community in particular with the students, parents, volunteers and teachers. The College canteen aims to provide nutritious, healthy and hygienically prepared food.

The Canteen Convenor is appointed by the Principal in consultation with the Business Manager. The appointee is responsible to the Principal and reports to the Office Administrator. The appointee will liaise with the President of the P&F Committee when appropriate. Employees at this level are responsible and accountable for their own work.

RELATIONSHIPS AND AUTHORITY:

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from the Office Administrator.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Office Administrator.

Officers may be required to check the work or provide guidance to volunteers or tutors and provide assistance to less experienced employees.

RESOURCES AND BUDGET (if applicable):

Responsibility for the monitoring and management of the FCAC Canteen budget and assist in the development of future budgets.

SKILL AND KNOWLEDGE:

- Previously worked in the food industry or related experience in a similar role
- Use of cash registers, eftpos machines and point of sale systems for hospitality
- Sound Microsoft Office and computer skills including outlook, excel, word and financial software
- Experience in end of day reconciliation procedures and reporting
- Food Safety Supervisor Certificate (or ability to obtain)
- First Aid Certificate (or ability to obtain)
- Hold a current 'Working with Children check' (Paid Blue Card) or ability to obtain and hold during employment
- Hospitality or Business qualifications (desirable)

KEY ACCOUNTABILITIES:

In addition to the Canteen Assistant Key Accountabilities, the Canteen Convenor is responsible for:

Canteen management:

- Develop a menu that is nutritional and healthy for the College community and its guests
- Provide input for pricing structures on all items and services related to the Canteen operations
- Ability to prepare costing models in canteen and catering requirements so that profitability is maintained
- Operate within budget at all times
- Maintaining and balancing financial transactions at end of day
- Cash handling, balancing and end of day banking
- Maintenance of financial accounts and records and preparation of reports as required
- Manage stock control and ordering practices
- Operation and maintenance of canteen equipment and facilities.

People management skills:

- Ability to work well with people of all ages and varying backgrounds
- Fostering of goodwill that encourages parent volunteers to provide service to the canteen
- Ensure customer service practices are of a professional manner
- Train, organise rosters and supervise canteen staff and volunteers
- Ability to communicate effectively with external contractors/suppliers, internal customers and managers of various College departments
- Be a good role model for students in personal expectations, dress, demeanour and support of the College value and Anglican ethos of the College.

Other:

- Manage the internal online ordering system

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- Undertake food preparation and production, including baking and cooking diverse range of food
 - Manage all catering and function requirements within the College
 - Know and implement emergency and accident procedures
 - Nominated Food Safety Supervisor and liaise with relevant government departments/inspectors
 - Knowledge of Work Health Safety requirements with respect to food preparation and handling practices
 - Maintain a clean and safe environment within the Canteen
 - Carry out other duties as required by the Principal, Office Administrator, or Business Manager.