THE CANTEEN MANAGER

1. Conditions of employment
The canteen manager shall be:

a. Appointed by, and if necessary dismissed by an executive of the School Council in consultation with the committee and principal.
b. Paid the current state award, @ $22.50 per hour
c. Have 9.5% of wage paid into a superannuation trust in the name of that employee.
d. Subject to review annually.

2. Responsibilities of the Canteen Manager
Shall report on canteen activities to each School Council (Education Sub-Committee) meeting. Shall be responsible:

a. To the School Council (Education Sub-Committee) for the efficient management of the canteen.
b. For immediately reporting to the Principal any equipment malfunction or safety issue that arises.
c. For reporting to the Principal immediately any injury that has been incurred by personnel within the canteen or outside the canteen when related to products sold by the canteen.
d. For making appropriate price changes as they become necessary. These changes need to be agreed to by the School Council (Education Sub-Committee) at their next meeting.
e. For purchasing and selling foods in line with the aims of the canteen policy. This is to include being responsible for the sourcing of fresh food options and for all bulk stock ordering and delivery receipt.
f. For any new food item introduced that needs to be ratified by the School Council (Education Sub-Committee) at their next meeting.
g. With the assistance of at least one (1) volunteer for completing a stock take at the end of each term.
h. For training and mentoring senior students in the canteen, who assist with counter sales, during the morning recess.
i. For all advertising and promotion of the canteen within the school community.
j. For all promotion and organisation of at least two (2) ‘Special’ themed food days per term.
k. For creating and maintaining relationships with local suppliers.
l. Maintain awareness of any students adversely affected by food (ie: anaphylactic students

m. To efficiently maintain and manage a rotating roster for volunteer help.
Canteen Manager’s Roles & Responsibilities – Feb 2015

1. Canteen Manager’s Hours
   · Current operating times for the canteen are Wednesday and Friday from 9.30am to 2.30pm.
   · The School Council (Education Sub-Committee) shall decide alterations to times in consultation with the Canteen Manager and shall decide at which times particular lines will be sold.

2. Canteen Opening Hours
   · Current times for over the counter sales at the canteen are Wednesday and Friday at recess from 11.00 to 11.20pm and at lunchtime from 1.45pm to 2.20pm.

3. Volunteers’ Hours
   · Current times for volunteers to assist at the canteen are Wednesday and Friday from 10.30am to 2.30pm.

4. Occupational Health and Safety
   · The Canteen Manager shall ensure that all equipment is well maintained, in good repair and used correctly.
   · The Canteen Manager shall report to the Principal any structural defect/s within the canteen.

4. Promotion
   · New foods will be advertised to students, staff and primary school parents.
   · Taste tests, menu boards, competitions and displays will be used to promote the choice and sale of healthy foods.
   · Health theme ‘days’ and/or ‘weeks’ will be used to promote certain healthy foods.

5. Special Activities
   · The School Council (Education Sub-Committee) shall decide in consultation with the Canteen Manager the dates for holding Special Food days.
   · Canteen stock will not be sold during these days as they will take place on non-canteen days.
   · If the canteen is used the canteen manager shall be present during opening hours. · The canteen manager’s attendance at these days is additional to the hours of employment.

6. Food Safety and Hygiene
   A copy of the Food Safety Standard (3.2.2 Division 4) will be on permanent display in the school canteen. (Download from www.healthy-kids.com.au) · According to the legislation:
   a. The canteen manager will provide evidence of appropriate safe food and personal hygiene skills and knowledge.
   b. The canteen will have food handling procedures consistent with the Food Safety Standard.
c. The Canteen Manager and Volunteers will have appropriate training commensurate with their duties.

7. **Voluntary Workers**
   - Will be given a job description and have a valid working with children’s check.
   - New volunteers shall be given an orientation program covering hygiene, routines, OHS procedure and food prices. This will also be provided in a written format.

On a rostered day, each volunteer worker:

a. Will be supplied with clean pocket less aprons.

b. Shall sign the WHPS school volunteer book located at the office.

c. Will be provided free, one sandwich or roll and a tea/coffee.

d. Will work as part of a team.

**Internal Processes**

Ensure that all administrative and auditory requirements are met in accordance with DET (Department of Education and Training) policy and procedures.

- Money from lunch orders are taken from bags, counted, recorded on the ‘Canteen Takings Form’ dated and signed and delivered to the school office first thing each morning.
- The office will provide the ‘Canteen Takings’ forms and other stationary items as required.
- A float will be kept in the Canteen for Counter Sales. This is to be kept in a locked cash tin and returned to the office at the end of the days operation and locked away. Tin may be collected from the office on the morning of operation.
- Purchase order forms must be fully completed for all goods and services used in the Canteen as per DET Auditory requirements.
- The Business Manager will provide Canteen Sub Program Transaction Reports to be checked by the Canteen Manager and any anomalies to be reported to the Business Manager for correction.
- The Canteen Manager to liaise with the Business Manager to formulate, prepare and monitor budgets, reports to School Council, Stocktakes, Profit and Loss Statements and other reports as required in accordance with DET Auditory Requirements.