



**St Mel's School
SHEPPARTON**

**Canteen Manager ~ Maternity Leave Position (0.6)
Commencing 8th June 2022**

9:30 a.m. to 2:30 p.m. Wednesday to Friday Including 0.5 hour paid break. Totaling 5.0 hours per day
or 15 hours per week

Canteen Manager Responsibilities

- Running the school canteen
- Order stock.
- Maintain bookkeeping associated with the canteen:
 - Sales and purchases balance sheet: banking
 - Food handling and preparation details
- Provide regular P&L reports to the Principal, usually twice per term.
- Establish menus and set prices seasonally.
- Have all lunch orders ready for delivery to classroom by 11:55pm each day.
- Provide window service 2:05pm – 2:25pm each day.
- To organise a canteen roster for volunteers to assist in the canteen.
- To maintain up to date food handling qualifications
 - Food handlers certificate
 - Food safety supervisor
- Use produce from the vegetable garden to promote healthy eating.
- Purchase milk and other requirements for staff
- Catering – as required

Other expectations of you include but are not limited to:

- Student pastoral care
- Professional collegial activities
- Contributing to the mission of catholic education in accordance with the requirements of the school.
- Providing a safe environment that is clutter free and welcoming.
- Coordinate catering for booked functions – optional and additional.
- Other responsibilities as per staff handbook.

This specification is a description of the role at St Mel's school. It is provided to clarify and assist, however, it is subject to amendment and/or alteration should the Principal deem necessary - given that the appropriate Awards and Conditions of Service requirements are taken into account.

Applications, addressing the above criteria, including CV and the names of two referees, to be emailed to:

Chris Summers

Principal

principal@smshepparton.catholic.edu.au

Inquiries 5821 3163

Application close: Friday May 27th @ 4 p.m.

This school community promotes the safety, wellbeing and inclusion of all children.