

Southern Cross K-12

Primary Canteen Manager

Job Description

- Be responsible for implementing the canteen policies and procedures;
- Must have some form of Food Safety and Hygiene training or be willing to undergo training;
- Plan, organise and monitor the day to day operations of the canteen;
- Ensure the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on a daily basis;
- Ensure the catering and voluntary staffing levels facilitate the demand for the canteen's products and services;
- Provide a pleasant and safe working environment for volunteers;
- Be responsible for ordering, purchasing, receiving and checking/recording all supplies with invoices/delivery docketts;
- Keep accurate financial records as agreed to with canteen committee;
- Be responsible for implementing all security measures within the canteen;
- Ensure that the canteen premises are kept clean and that correct food handling and hygiene practices are implemented at all times to prevent food spoilage and wastage;
- Attend committee meetings as agreed with canteen committee; and
- Cooperate with the school, the P&C Association and canteen committee in organising and accepting delivery of items for use in the canteen, for special events conducted by the school.

DATED THIS DAY OF:

Canteen Manager:

P&C President:

Canteen committee member:

Witnessed by: