



Mary MacKillop

Catholic Regional College

Position Description

School Canteen Manager

Position Title:	School Canteen Manager
Reports to:	Business Manager
Work area:	Canteen
Classification:	Education Support, Category B
FTE & Hours of Work:	Monday to Friday, 9:30am to 2:30pm, 0.63 (25 hours)

Mary MacKillop Catholic Regional College is a Catholic Co-educational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 25 hectares of beautiful gardens and playing fields. Mary MacKillop College is an established College catering for approximately 630 students from Year 7 through to Year 12.

Mary MacKillop College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Key Areas of Responsibility include:

The School Canteen Manager at Mary MacKillop College is dynamic and vibrant and provides varied, healthy and nutritious food to our College community.

The Canteen Manager will need to demonstrate their ability to work with students, staff and parents/guardians.

Relevant formal qualifications and experience is essential.

- Food Handlers Certificate

Key Duties & Responsibilities:

- Order supplies, check off on delivery and store
- Shop at local stores for supplies
- Keep canteen clean and organised
- Check supplies and clean up at the end of each day
- Keep refrigerators and freezers clean and organised
- Sweep and mop floor at the end of each day
- Put rubbish out at the end of each day
- Prepare and provide morning tea and lunch menu

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. All staff at Mary MacKillop Catholic Regional College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Mary MacKillop Catholic Regional College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Competencies Required

- High level of interpersonal skills and ability to work within a team;
- Strong organizational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail;
- The ability to build and maintain strong relationships with staff, students, parents and the community;

Qualifications, Skills and Experience

- Food Handlers Certificate
- Valid Employee Working with Children Check
- National Police Record Check

The position may from time-to-time require attendance outside normal hours.

All employees at Mary MacKillop Catholic Regional College are required to undergo a Criminal Record Check, maintain a Current Working With Children Check and follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.