



# Balaklava High School

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## **BALAKLAVA SCHOOLS' CANTEEN** **Canteen Manger – Level 3**

### **Context**

- The Balaklava Schools Canteen provides a morning and lunch time catering service for the students and staff of Balaklava High School and Balaklava Primary School.
- The Canteen operates under the jurisdiction of the Balaklava High School Governing Council and its sub-committee being the Balaklava Schools Canteen Committee (which comprises of representatives of Balaklava High School Governing Council, BHS Business Manager, Balaklava Primary School, student representatives and the Canteen Manager) and operates under their Policy Statements.
- Canteen staff are employed by Balaklava High School, Governing Council.

## **JOB DESCRIPTION FOR CANTEEN MANAGER**

### **Title of Position**

- Canteen Manager

### **The Position**

- 25 hours per week over 52 weeks (including 4 weeks annual leave; sick leave plus possibility of time banking to ensure leave during school holiday periods). The possibility of job sharing can be negotiated providing suitable applicants are available.
- 8:30 – 2:30pm (times may vary)

### **Qualifications / Knowledge**

- A sound understanding of the DE 'Healthy Eating Guidelines' policy.
- Knowledge of current safe food handling practices.
- A sound knowledge of good nutrition

### **Special Conditions**

- Attendance at out-of-hours meetings, training and other functions as required.

### **Position Objectives**

- Ensure the canteen provides a varied, nutritious snack and lunch menu to the whole school community, in line with the DE Healthy Eating Guidelines
- Ensure the canteen plays an educational role, support and reflecting what is taught in the school curriculum.
- Ensure the day to day financial, operational, staffing and marketing management of the canteen is carried out.
- Meet DE financial expectations for canteens, whilst providing food choices at affordable prices, in line with the canteen's pricing policy.

### **Reporting and Evaluation**

- Monitor the sales and purchases on a weekly and term basis and report the results to the Canteen Committee, including suggestions for improvement.
- Conduct yearly client satisfaction surveys and act upon results accordingly
- Plan and implement new items to the menu, in conjunction with the Canteen Committee.
- Ensure the menu meets the needs of the students, staff and parents.
- Report to the line manager (Business Manager, Balaklava High School) with day to day issues as they arise.
- Supervise administration, including rosters, purchases and banking.
- Ensure that the canteen and its staff adhere to all relevant guidelines.
- Ensure that adequate accounts, takings and other records are maintained.
- Develop procedures for opening, operating and closing that all volunteers can follow.

### **Human Resource Management**

- Recruit, supervise and induct volunteers, in consultation with the Canteen Committee.
- Provide leadership and guidance to volunteers promoting a friendly and enthusiastic workplace.
- Encourage all volunteers to model good hygiene and personal grooming.
- Encourage input for ideas from volunteers and customers.

### **Marketing and Liaison**

- Use creative marketing techniques to promote sale items.



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Department for Education



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## WH&S

All workers and others in the workplace must:

- work safely to protect themselves and others from injury and follow all work health and safety
- instructions eg:
  - wear all personal protective equipment provided
  - follow safe work procedures
- Attend relevant first-aid, fire safety and mandatory training updates as required.
- not interfere with or misuse anything provided by the site manager (equipment, signs etc) that is used to keep the workplace safe
- not remove or change machine guards
- not behave in a way that puts themselves or others at risk
- respond to a reasonable request to provide assistance or first aid to an injured person at work.
- report any work health and safety issues, including hazards, injuries, illnesses and near misses.

## PERSON SPECIFICATIONS FOR CANTEEN ADMINISTRATOR

### ESSENTIAL

#### Skills and Abilities

- Able to communicate effectively with students, staff, parents, volunteers and sales representative.
- Be approachable, warm, cooperative, friendly, flexible and responsive to students, staff and parents to meet changing needs.
- Able to demonstrate initiative, analyse problems and devise practical solutions and be able to work effectively under pressure.
- Can manage volunteers to ensure the smooth daily operation of the canteen.
- Work cooperatively as part of a team whilst providing leadership.
- Possess computer skills, ability to handle cash transactions effectively and basic bookkeeping
- Ensure good stock control, minimising wastage.
- Be able to cook and prepare food for daily sale and larger functions.
- Be creative in modelling and promoting healthy eating by innovative menu setting and control.

#### Knowledge

- Good understanding of DE Healthy Eating Guidelines and nutrition.
- Good understanding of safe food handling practices and food regulations as they apply to preparation, storage, presentation and sale of such items.
- Successful financial management practices including marketing and budgeting.
- An awareness of work, health and safety related to canteen management and the operation of a food outlet.

#### Qualifications (*if not current, must be in place prior to appointment*)

- Possession of a first aid certificate (preferred, but not essential)
- Current Child related DCSI, Criminal History Check.
- Current Responding to Abuse and Neglect Certificate

### DESIRABLE

#### Knowledge

- Knowledge of a range of healthy recipes to implement in the canteen for sale.
- School operations including knowledge of the school's Grievance Procedures.

#### Experience

- Small business operations with a particular reference to the food industry an advantage.
- Working cooperatively with, and leading, a range of people.
- Experience in catering for groups of people.
- Experience in working with children.



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