DATE:	**February 2025**
ROLE:	**Canteen Supervisor**
RESPONSIBLE TO:	**School Principal**
ACCOUNTABLE TO:	**School Principal**

PURPOSE OF THE ROLE

The Canteen Supervisor is responsible for the efficient and financially sound management of the school canteen. This role ensures that healthy, nutritious, and hygienically prepared food is provided to students and staff while complying with relevant food safety and WHS regulations. The Canteen Supervisor leads the daily operations, oversees volunteers and staff, manages stock and financial transactions, and ensures the canteen aligns with the school's policies and values.

This role requires discretion and judgment in planning, problem-solving, and decision-making to ensure smooth and efficient canteen operations.

KEY AREAS OF ACCOUNTABILITY

The duties of the Canteen Supervisor include:

Operational Management

- Plan, organise, and oversee daily canteen operations, including opening and closing procedures.
- Prepare and cook food in line with the school's menu, focusing on healthy food choices.
- Implement and maintain food safety and hygiene practices as per regulations.
- Ensure all equipment and food preparation areas are cleaned and maintained.
- Conduct regular stock checks, manage inventory levels, and order supplies.
- Adhere to the school's budget and ensure profitability while maintaining affordable pricing.

Financial Management

- Manage daily takings, reconcile transactions, and ensure cash handling follows school financial procedures.
- Monitor and review pricing structures to ensure value for money while maintaining financial viability.
- Authorise payments for stock and services while keeping accurate records of invoices and receipts.
- Use online ordering systems (if applicable) to manage orders and run reports as needed.

Staff and Volunteer Coordination

- Lead and support canteen assistants and volunteers to ensure a positive and productive working environment.
- Develop volunteer rosters and provide induction and training on food handling, hygiene, and WHS practices.
- Ensure all canteen workers comply with relevant food safety and workplace policies.

Canteen Compliance & WHS Responsibilities

- Follow and enforce health, hygiene, and safety procedures, including handwashing, cleaning, and food storage in accordance with Food Standards Code.
- Ensure compliance with NSW Healthy School Canteen Strategy and food safety regulations.
- Conduct risk assessments and maintain a WHS checklist for the canteen.
- Report and address hazards, incidents, or maintenance issues promptly.

Customer Service & School Community Engagement

- Provide friendly, professional customer service to students, staff, and parents.
- Promote healthy eating habits by offering nutritious food options.
- Communicate effectively with school leadership, staff, and the canteen committee regarding updates, improvements, and events.
- Assist in catering for school functions or events when required.

WHS

- As an employee you have legal obligations and responsibility whilst at work, these include:
    - taking reasonable care of your own health and safety
    - taking reasonable care to ensure that your conduct and action does not adversely affect others
    - Complying with instructions, so far as they are reasonably able
    - Report hazards in the workplace, assist with assessments and safety control implementation
    - Following all safety policies, procedures and site rules

Other

- Maintain security of the canteen, including money, stock, and equipment.
- Attend canteen committee or school meetings as required.
- Maintain Food Handling Certification
- Undertake other duties as reasonably and lawfully directed