



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Canteen Manager

Position Level	School General Employee (Averaged – 40 weeks per year)
Reports To	Principal
Location	St Gregory’s Primary School, Queanbeyan – NSW
Employment Type	Part-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	24 (Thursday & Friday – 8.30am to 2.30pm)

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The position will be required to work collaboratively to deliver the planning and preparation of a healthy menu, ordering and maintaining adequate stock levels and the overall effective operation of the school canteen.
Position Duties	<ul style="list-style-type: none"> • Prepare the canteen for business, ensuring food is prepared in accordance with correct hygiene standards as laid down by the Health Protection Service, NSW Department of Health. • Show healthy food creativity, initiative and business sense in coordinating the menu and special lunch days in accordance with NSW National Healthy School Canteen Guidelines. • Order goods from approved suppliers and check deliveries for quality and quantity. • Maintain adequate stock levels. • Ensure all equipment, materials and floors are kept clean and maintained. Secure the canteen at the end of the daily operations or at any time it is left unattended. • Instruct volunteers to ensure the clean and efficient operation of the canteen.

	<ul style="list-style-type: none"> • Meet with the St Gregory’s Community Council on a regular basis regarding changes to the menu, pricing, procedures, required maintenance and suppliers etc. • Maintain accurate financial records, including order and daily takings records. • Conduct stock takes and arrange for thorough canteen clean at the end of each term.
Skills, Attributes and Experience	<p>The successful applicant will need to be a person who demonstrates:</p> <ol style="list-style-type: none"> 1. Demonstrate experience or willingness to learn: ordering stock, maintaining adequate stock levels and conducting regular stock takes. 2. Ability to create appealing, healthy menus suitable for children and manage volunteer rosters. 3. Able to liaise with a committee and be accountable to the employer. Communication Skills. 4. Ability to communicate effectively, promoting harmony and mutual respect among volunteers. 5. To ensure a welcoming and supportive environment in the canteen. Health and Safety. 6. Ability to maintain a safe and hygienic environment in accordance with hygiene standards as laid down by the Health Protection Services, NSW Department of Health. 7. Willingness to attend workshops/seminars directly related to school canteens.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration. • Skill level which assumes and requires knowledge and training equivalent to completion of a relevant qualification or certificate III. • Maintain a current Food Safety Supervisor Certificate.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).