

Canteen Supervisor

St Francis Xavier's Primary School, Narrabri

Position description

[Click here to apply.](#) Applications close 13 July 2022.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Classification	General Employee - School Operational Services
Base salary range	\$28.90 per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Francis Xavier's Primary School Narrabri
Employment type	Part-time 5.5 hours per week (Mondays) additional days may be added
Employment status	Temporary

About St Francis Xavier's Primary School, Narrabri

St Francis Xavier's Primary School is a co-educational Catholic Primary school (K- 6) in the Armidale Diocese and is situated in the rural town of Narrabri. Established in 1885 by the Sisters of St Joseph, the school has continued to grow and thrive, providing quality Catholic education for over a hundred years. St Francis Xavier's is a modern, well equipped school that continues the traditions of the past.

St Francis Xavier's offers a comprehensive and diverse curriculum that engages and empowers the learner in real and relevant learning experiences. A strong leadership program allows for students to make a difference within the school and wider community.

Narrabri is situated 560km north west of Sydney on the Kamilaroi Highway and 560km south west of Brisbane on the Newell Highway. Narrabri was settled by European graziers on the banks of the Namoi River in the mid-1800s. It was proclaimed a town in 1860. Today, Narrabri is a bustling town offering a wonderful selection of shopping, restaurants, attractions and museums.

The town's name means 'forked waters', which aptly describes the splintering waterways you will see as you pass over the Namoi River, the Narrabri Creek and the creek's sub-branch, Horse Arm Creek. The term derives from the language of the original occupants, the Kamilaroi tribe.

For further information on the school, please visit <https://sfxnarrabri.catholic.edu.au/>

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Position Purpose

This role will efficiently and effectively, under limited supervision of the Principal, provide canteen support and coordination with a depth of knowledge and broad range of skills which facilitate the maintenance of canteen systems which serve the educational and service functions of the school.

Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Typical Duties	<p>Typical duties performed include, but are not limited to:</p> <ul style="list-style-type: none">● Practise confidentiality in relation to all aspects of the role;● Carry out a wide range of coordination duties for the canteen at an advanced level, including ordering of resources, rostering of staff and maintaining records;● Respond to enquiries from staff, students, parents and the general public, and address issues in accordance with routines, methods and procedures;● Prepare and process transactions within routines, methods and procedures;● Maintain the canteen through such duties as ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys;● Within routines, methods and procedures, carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.
Specific Duties	<p>Specific duties performed include, but are not limited to:</p> <ul style="list-style-type: none">● Organising rosters for staff assistance● Within established routines and procedures, make orders to vendors as necessary;● Accounts and invoices checked and authorised for payment;● Within established routines and procedures, pass on all invoices to the School Support Officer -Finance for entry into Quickbooks/TechOne;

	<ul style="list-style-type: none"> ● Coordination of canteen and catering for school events as required and directed by the Principal; ● Positively promote the “Healthy Eating” guidelines and policy; ● Liaise with the Principal to produce a canteen menu that reflects the “Healthy Eating policy” of the school; ● Be aware of, and responsive to, the special dietary needs of students with allergies; ● Awareness of all relevant government regulations as they affect the canteen; ● Be responsible for banking canteen monies on a regular basis (minimum of every second day); ● Follow established procedures for co-signing and verifying daily takings; ● Within established routines and procedures, arrange for repairs and maintenance of all canteen equipment; ● Attend informal meetings with the Principal as necessary; ● Participate in, and contribute to, an annual review of this position description and the running of the canteen; ● Provide the school School Support Officer - Finance with updates of the financial records each week.
General	<ul style="list-style-type: none"> ● Attend to other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Principal.

St Francis Xavier’s Primary School, Narrabri reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at St Francis Xavier’s Primary School, Narrabri

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.

- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Essential criteria

- Certificate in Food Handling or willingness to obtain
- Excellent interpersonal and communication skills to work in a team environment.
- Excellent customer service skills.
- Ability to lead a team in a manner that fosters the support and cooperation of team members.
- Ability to maintain a high standard of personal cleanliness, hygiene and punctuality.
- Experience working under pressure in a high demand food service or similar.
- Ability to implement appropriate WH & S strategies to ensure hygienic, safe and healthy environment for production and distribution of food.
- Ability to plan menus to support healthy food habits of children.
- Ability to keep adequate records for all areas of canteen operation.
- Basic bookkeeping skills.

Physical demands

Continuous physical effort necessary including:

- Constant walking and standing
- Pushing, pulling and handling objects
- Bending
- Kneeling
- Constant reaching and grasping
- Lifting and/or moving objects, sometimes over shoulder.

Additional information

- Personal protective equipment such as gloves are used for specific tasks.
- Appropriate footwear is required at all times. Specifically, closed in shoes with leather uppers that cover the top of the foot and have sturdy non-slip soles. Sandals, court shoes, open toe shoes, thongs, mesh, open weave or canvas shoes do not provide sufficient protection from hot or corrosive liquids or from broken glass.

Application

For questions regarding the professional nature of this position, please contact Nick Baird, Principal on (02) 6792 1796 or via email nbaird1@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.