

Canteen Supervisor, St Joseph's Primary School, Quirindi

Position Description

[Click here to apply.](#) Applications close 27 November 2022

Position level	NSW and ACT Catholic Systemic Schools EA
Stream	General Employee - School Operational Service
Hourly Rate of Pay	\$29.49 gross per hour
Reports to	Principal
Location	St Joseph's Primary School, Quirindi
Employment type	Part-time 12 hours per fortnight (Fridays)
Employment status	Temporary concluding 19 December 2023

About St Joseph's Primary School, Quirindi

Our vision at St Joseph's Quirindi, is to be an authentic & inclusive Catholic Professional Learning Community which fosters school, parish and community engagement.

We have a genuine focus on learning. We believe every student can achieve to a high standard given the right learning opportunities and support. Teachers plan lessons according to the needs of the students and keep accurate data on each student's learning growth. We encourage parents to be involved in their child's learning through regular formal and informal contact with teachers. Each year we have two 3 Way Student Learning Conferences; where the students lead the conversation on how they are going with their learning. Students, parents and teachers work collaboratively to set learning goals.

Catholic Education began in Quirindi in January 1885 with the arrival from Lochinvar of three black habit St Joseph's Sisters to establish a school. Quirindi was then in the Gunnedah Parish in the Diocese of Maitland. In 1887 following the re-organisation of Diocesan boundaries, Quirindi was incorporated into the Armidale Diocese and the Sisters from Lochinvar were withdrawn and returned to Maitland.

In 1888, following a request to Mother Mary MacKillop from Bishop Torreggiani, a community of four sisters of the brown habit of St Joseph was established in Quirindi to run the school. These nuns came from Mount Street, North Sydney.

Quirindi is a medium-sized rural service centre which is surrounded by rich agricultural and pastoral properties where sorghum, corn, oats, chickpeas, cotton, canola, sunflowers, wheat and barley are grown. It is a quiet and peaceful town which prospers because the soils are good and the local farmers are efficient.

Quirindi is located on the NSW North West Slopes and is known as the Gateway to the North-west. Quirindi is located 345 km north of Sydney via the Newcastle Freeway and the New England Highway. It is 83km south of Gunnedah on the Kamilaroi Highway and 390 m above sea-level and at the southern edge of the Liverpool Plains.

There is no dispute that 'Quirindi' is a Kamilaroi word but no one is sure what it means. The current definitions vary so widely - variously they include 'dead tree on the mountain', 'place where fish spawn' and 'a nest in the hills' - that it is probably fair to say the meaning is unknown.

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

Position Purpose

The school canteen is an integral part of the school environment and should clearly reflect the aims and values of the school at the same time as it provides a food service to the school community.

The Canteen Supervisor is responsible for the efficient and professional operation of a healthy school canteen, and upholding the school's values and Catholic ethos.

Commencement

The commencement date for this position would ideally be 27 January 2023, but will be negotiated with the successful applicant, concluding on 19 December 2023.

Key Responsibilities

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

Key area	Task
Typical Duties	<ul style="list-style-type: none">● Providing high quality, healthy food in a professional manner to our customers, who are primarily students but also include staff and school visitors.● Working with the Principal to ensure the canteen operates profitably.

	<ul style="list-style-type: none"> ● Ensuring that all canteen volunteers comply with all relevant policy and procedures as outlined by the Principal. ● Helping students to improve their life skills, especially in interacting with adults in a safe environment.
Effective Communication	<ul style="list-style-type: none"> ● Establish effective communication between Principal, canteen volunteers, staff and suppliers. ● Ensure any changes are communicated to all appropriate parties. ● In conjunction with the Principal, ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for canteen volunteers, theme dates etc. ● Communicate customer and staff feedback to the Principal.
Management of Manuals, Policies and Procedures	<p>In conjunction with the Principal, maintain and update (as necessary) manuals, policies and procedures for the canteen:</p> <ul style="list-style-type: none"> ● School canteen procedure. ● Money handling policies and recording of sales and expenses. ● Health and hygiene practices and procedures including a canteen cleaning roster. ● Any additional relevant policies or procedures.
Liaison with Principal	<p>The Canteen Supervisor ultimately reports to the school Principal to oversee the strategic management of the canteen and ensure its volunteers can operate the canteen effectively and profitably, meeting all specified requirements.</p> <p>This role is required to meet with the Principal at least once a term to discuss:</p> <ul style="list-style-type: none"> ● Strategic directions and opportunities. ● Management of canteen volunteers. ● Review of menu items, costs, profit margins, sourcing, combos and specials. ● Promotion or removal of products. ● Profitability. ● Proposed changes. ● Any items outside the allocated financial delegation. ● Any other canteen issues or topics. <p>This role is also required to provide the following information regularly to the Principal:</p> <ul style="list-style-type: none"> ● Stocktake numbers. ● Product information. ● Supplier information and changes.

	<ul style="list-style-type: none"> ● Assessment of new and current products for profitability, healthiness, suitability. ● Feedback on canteen volunteers. ● Additional reports as required.
Financial Management and Record Keeping	<ul style="list-style-type: none"> ● In conjunction with the Principal and Finance Officer, ensure the effective financial management of the canteen. ● Identify costs and profit margins for each product. ● Advise the Principal of any concerns or changes in profit margins. ● In conjunction with the Finance Officer ensure all financial records are accurate. ● Record all orders, recess and lunch sales. ● Review financial information provided (e.g. actual costs of products ordered) and provide feedback to the Principal.
Stock Management	<ul style="list-style-type: none"> ● Effective ordering to meet demand where possible. ● Order within financial delegation. ● Establish a process to ensure the checking delivery dockets to ensure deliveries meet requested orders. ● Retain delivery dockets and provide them to the Principal for checking against invoices as required. ● Manage supplier relationships. ● Regularly review suppliers' options to evaluate value for money, alternative options and specials using information supplied by the Principal. ● Coordinate weekly shopping (as required). ● Manage stock expiry dates to ensure minimal wastage or spoilage of food. ● In conjunction with the Principal, undertake stocktakes at the end of each term.
Canteen Security	<ul style="list-style-type: none"> ● Ensure security of the canteen. ● Assist with locking up at the end of the working day and switching off certain appliances if required. ● Ensure that only authorised personnel enter the canteen.
Planning Special Events	In conjunction with the Principal, there will be scope to plan special theme days.
Children's Life Skills	<p>Assisting students by providing a safe and respectful environment where children can learn to interact with adults effectively, including how to:</p> <ul style="list-style-type: none"> ● Put in lunch orders and purchase from the canteen. ● Communicate requests. ● Make timely decisions and good choices. ● Display appropriate manners.

Miscellaneous Duties	<ul style="list-style-type: none">● Weekly washing of canteen laundry.● Any other duties that may be requested by the Principal from time to time.
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St Joseph's Primary School, Quirindi reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at St Joseph's Quirindi

- 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
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- 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
- 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, maintain up to date knowledge and training in food handling and safety
- 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 volunteer team members
- Ability to maintain 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

Application

For questions regarding the professional nature of this position, please contact Pauline Long, Principal on (02) 6746 1033 or email plong@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.

Additional Information

Personal protective equipment such as gloves are used for specific tasks.

Appropriate footwear is required at all times. This is 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.