Position Vacant

Moss Vale High School Canteen

TITLE: Assistant Canteen Manager - Casual

HOURS FOR THIS POSITION: Monday to Friday - approx 30 hours per week,
7.30am - 3pm Monday, 7.30am-2pm Tuesday - Friday

WAGES: in accordance with Fast Food Industry Award 2010 - $25.55 per hour

Moss Vale High School P&C Association operates the school canteen five days per week throughout the NSW government school term.

Policy
The Moss Vale High School canteen aims and objectives are to: provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. As a public school the Canteen Assistant Manager will support and follow the Department of Education and Communities ‘Nutrition in Schools Policy’. Menu options should always encourage healthy eating habits in our children.

POSITION DESCRIPTION
Purpose of the position
The Assistant Canteen Manager is responsible for assisting the Canteen Manager in the profitable management and operation of the school canteen according to the policies and procedures of Moss Vale School P&C Association.

The Assistant Canteen Manager will support the development of strong relationships within the school community in particular with the students, parents and volunteers, teachers, and other school personnel.

Key Responsibilities
The key responsibilities of this role are:
* Operate the Canteen in the absence of the canteen Manager
* Assist the Canteen Manager in planning, organising and monitoring the day to day operations of the canteen, including rostering of voluntary workers, daily record keeping as per policies and procedures of the canteen.
* Capacity to work with children in a comprehensive High School, including working with children with special needs
* Book keeping skills required with an ability to understand and use effectively MYOB Accounting and Payroll software, including data entry of accounts, bank reconciliation, payroll and reporting of BAS to Taxation office
* Must have Working with Children Check
* Supervisor Food handling Certificate is desirable, although not essential, must be willing to obtain if and when a need arises
* Provide a high standard of customer service by assisting students, teachers and other customers in food selection
- Assist in food preparation by cooking, baking and salad making
- Assist in over the counter service during breakfast, recess and lunch
- Assist the Canteen Manager in food ordering
- Receive and check all ordered supplies against suppliers invoices/delivery docket, signing and dating same and referring the documents to Canteen Manager for payment and recording
- Ensure all food products are dated when stored
- Assist on ensuring all foods stored correctly and checking dates on food products
- Assist in maintaining inventory control
- Complete daily records as required and directed by Canteen Manager
- Ensure Canteen areas are clean, sanitized and ready by next days activities
- Maintain the highest standard of hygiene when preparing food for sale
- Ensure that all policies and procedures of the canteen are upheld with special regard for the occupational Health and Safety and Food Safety
- Responsible for opening and closing the Canteen, preparation and cooking for service
- Utilize food preparation and cooking skills to minimise waste of fresh produce
- Assist in marketing of menu items to generate a high level of sales on a daily basis
- Shop Locally, as and when required.
- Assist in training new volunteers in their duties
- Assist in supervising volunteers in food preparation
- Ensure volunteers and students are taught the correct use of equipment
- Ensure that food safety in upheld and correct food handling and hygiene practices are performed to prevent spoilage, contamination subsequent food poisoning
- Assist the Canteen Manager to ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices in line with Standard 3.2.2 of the food Safety Act
- To be responsible for cleaning incidental to the function of the canteen, such as dusting of shelves and stocks, wiping down workbenches, cleaning of implements and fixtures in the immediate work area
- Assist the Canteen Manager to keep a record of daily sales items and recording daily takings
- To be responsible to the security of the canteen such as money, keys, alarms, locking all doors and windows, switching off all appliances, (except for refrigeration units) and restricting entry to the canteen to only those authorised to be there
- Ensure a pleasant working environment for volunteers

Please email all applications to mvhspe14@gmail.com by Friday 7th August, 2015

Should you have any further enquiries, please contact the P&C President - Annmarie Makepeace on 0417 894690