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| **St Michael’s Catholic Grammar School** | |  |
| *“Love one another, as I have loved you”*  **Job Description** | |
| **Role** | **Assistant Canteen Supervisor** | | |
| **Hours and weeks** | 39 weeks per year.  25 hours per week, 9am to 2pm each day  Occasionally hours will vary in accordance with the needs of the school. | | |
| **FTE salary range** | Unified Rewards Grade C | | |
| **Reports to** | Canteen Supervisor | | |
| **Supervising duties** | Canteen Assistants | | |

**Job Requirements**

The Assistant Canteen Supervisor supports the Canteen Supervisor with all aspects of his/her role and deputises for him/her in times of absence. Along with the Canteen Supervisor, the Assistant Canteen Supervisor is responsible for the efficient and professional operation of the School Canteen. This includes the following job requirements:

* Providing high quality, healthy food to our customers in a professional manner, in accordance with strict time deadlines.
* Customers are primarily students but also include staff and parents.
* Working with the Business Manager to ensure the canteen operates profitably.
* Ensuring that all staff comply with all relevant policies and procedures as outlined by the School Business Manager or SLT.
* Helping students to improve their life skills, especially in interacting with adults in a safe environment.

**Responsibilities and Duties**

This position has the following responsibilities and duties:

* Management of canteen staff.
* Canteen operation.
* Effective communication.
* Management of manuals, policies and procedures.
* Liaison with SLT
* Management of the Cashless Catering system and record keeping.
* Stock management.
* Ensuring canteen security.
* Planning Special Events.
* Children’s life skills.
* Miscellaneous duties.

**Management of Canteen Staff**

Management of all staff and volunteers, ensuring suitable inductions covering hygiene, OHS, customer service and any other relevant points.

Ensure staff and volunteers (where relevant) are aware of all canteen manuals, policies and procedures including:

* School Food & Drink Policy (when published).
* School Canteen Policy and Procedures.
* Food handling practices and regulations to prevent food spoilage and contamination.
* Money handling policies and recording of sales & expenses, including the Cashless Catering system.
* Occupational Health and Safety
* Safeguarding Regulations

Ownership of any delegated tasks to staff.

Develop ongoing positive relationships with staff, students and parents.

Performance review of staff.

**Canteen Operation**

* Opening and closing canteen for allocated work times.
* Preparing and selling menu items as per the canteen menu.
* Serving students, staff and parents (as required) during break and lunch
* Be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
* Maintaining a high level of food hygiene.
* Ensure the Cashless Catering system runs smoothly and efficiently.

**Effective Communication**

* Establish effective communication between SLT, staff and suppliers.
* Ensure any changes are communicated to all appropriate parties.
* In conjunction with the SLT ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for volunteers, theme days etc.
* Communicate customer and staff feedback to the SLT.
* Liaise with the Canteen staff to ensure operational matters are attended to.
* Publish the school Menu on the school website

**Management of Manuals, Policies and Procedures**

In conjunction with the Canteen Committee maintain and update (as necessary) manuals, policies and procedures for the canteen:

School Canteen Policy and Operating Procedures.

* Money handling and Cashless Catering policies and recording of sales & expenses.
* Health and hygiene practices and procedures including a canteen cleaning roster.
* Any additional relevant policies or procedures

**This role is also required to provide the following information regularly to SLT**

**Stock Management**

* 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.
* Delivery dockets to be retained and provided to treasurer for checking against invoices as required.
* Manage supplier relationships
* Regularly review supplier’s options to evaluate value for money, alternative options and specials using information supplied by the Canteen Committee.
* Co-ordinate weekly shopping.
* Manage stock expiry dates to ensure minimal wastage or spoilage of food.
* In conjunction with the Canteen Committee undertake stock takes at the end of each term.

**Ensuring Canteen Security**

* Securing of cash and keys.
* Removal of profits in accordance with the Treasurer processes.
* Locking up at the end of the working day and switching off applicable appliances.
* Ensuring that only authorised personnel enter the canteen.
* Reporting any concerns or damage to the School Business Manager and Headteacher (where relevant).

**Planning Special Events**

* In conjunction with the School Business Manager, establish an annual and quarterly plan of events in which theme days, canteen closures and other events will be proposed.
* In conjunction with the School Business Manager devise and implement at least two theme days per term to increase sales and profitability.
* Propose event dates, times, target audiences, products, expenses, estimated profits, communication requirements, equipment, helpers, stock etc.
* Liaise with SLT, PA, Clerk to Governors or other staff in relation to providing refreshments for school events.

**Children’s Life Skills**

Assist students with lunch orders and canteen purchases by providing a safe and respectful environment where children can learn to interact with adults by effectively communicating requests, handling money, making timely decisions, good choices and displaying appropriate manners.

**Miscellaneous Duties**

Weekly washing of canteen laundry.

Any other duties that may be requested by the School Business Manager from time to time.