



JOB DESCRIPTION

Job Title:	Canteen Manager
Job Type:	Part - time (0.76FTE)
Salary Classification:	NT Christian Schools AO 2,1 - AO2,5 scale
2021 Annual Salary Rate Full-time:	\$48,963.00 - \$53,308.00 <i>pro rata</i> (12 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Office Manager
Date Advertised:	July 2021

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the statement 'What We Believe'. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations

The organisation's vision is to be a Christian community learning together to live life as God intended, offering hope for the world. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Primary Role

The role of the Canteen Manager is to manage the effective operation of the school canteen. The person in this role will perform duties that will contribute to maintaining safe and hygienic food preparation and providing quality canteen service to the College community.

Reporting Relationship

The Canteen Manager reports directly to the Office Manager of Marrara Christian College.

Responsibilities

Canteen Daily function

- Follow strict health and hygiene procedures regarding food preparation
- Provide quality customer service and counter service
- Operate canteen during school recess and lunch and follow lock up procedure
- Food preparation and production within a specified timeframe
- Operate POS system
- Balance and collate takings for banking each day
- Setting up and stocking fridges in preparation for the day's service
- Maintain stock levels, placing orders and receiving orders when necessary
- Maintain a clean working environment and food preparation area
- Work with student and parent volunteers
- Thorough 'spring clean' at the end of each school term
- Other duties as directed by Line Manager.

Selection Criteria

Essential

- Capacity to be a constructive member of a cohesive team.
- Ability to reflect the Christian faith underpinning the school.
- Demonstrate excellent communication skills and have a pleasant manner and disposition when communicating with students, staff and suppliers.
- Ability to work independently to timelines for daily duties and manage the overall operation of the canteen.
- Ability to assess existing processes and procedures and implement changes and improvement.
- Willingness for ongoing development of menu and canteen facility function.
- Ability to maintain strict confidentiality.
- Current NT Working with Children Clearance (Ochre Card).

Desirable

- Previous experience in food and hospitality.
- Previous experience using POS systems.
- Qualifications in Kitchen Operations or Food Handling.
- Current Senior First Aid Certificate.

Applications should contain

- Resume including relevant work history.
- Contact details for two professional referees and one pastoral referee such as the Pastor of your current church.
- Address each of the selection criteria.
- A copy of your valid NT Working with children check (ochre card).
- A copy of your current national police clearance certificate (issued within the last 12 months).
- A signed copy of the Statement of Faith.