

## POSITION DESCRIPTION

### **Retail Manager/Canteen Convenor (Level 2)**

#### *Characteristics*

A Retail Manager/Canteen Convenor is a person appointed by MacGregor State High School P&C (MSHS P&C) to coordinate the canteen operations, under direction, in a school with 600 or more students. You must also be aware and take whatever action is necessary to ensure hygiene, health and safety at all times.

#### *Compulsory requirements*

- Holds a current or successful application of Working with Children Check (Blue Card)

#### *Typical duties/skills*

- All duties as outlined for a Canteen Assistant
- May be required to supervise, manage and train other employees and/or volunteers
- Staff may be rotated between business units from time to time in accordance with the needs of MSHS P&C.
- Maintain accurate records
- Ensure accurate roster and record of volunteer workers
- Order and maintain adequate stock levels, under the direction of the MSHS P&C
- Oversee everyday workplace health and safety and ensure all staff comply with various MSHS P&C policies and procedures
- Actively plan for and maintain high standards of management and maintenance of the equipment used in the canteen at all times
- Develop and provide written reports of the canteen and cafe operations (incl. but not limited to sales levels, issues that may negatively impact the business, current stock levels) to the MSHS P&C Operations Manager before each P&C General Meeting
- Complete data entry relevant to the canteen & café area of operation
- Assist with budget development
- Liaise with parents, students, volunteers and other community stakeholders
- Develop and refine menus
- Ensure any assigned keys are stored safely at all times
- Provide advice to MSHS P&C Executives on the successful running of the canteen
- Assist in the recruitment, selection and training of Canteen Assistant, Barista and/or volunteers
- Ensure compliance with government policies and procedures
- Ensure operation is compliant with mandatory food safety requirements, where applicable
- Perform stocktake at the end of each school term or when directed by the MSHS P&C
- Prepare daily bank deposit slip and store the daily takings and POS registers float safely and securely until banking
- Bank monies promptly, ideally within two business days.

*(Please also see Canteen Assistant position description)*

## POSITION DESCRIPTION

### Canteen Assistant

#### *Characteristics*

A canteen assistant is a person appointed by MacGregor State High School P&C (MSHS P&C) to provide assistance, under direction, towards the canteen operations of MSHS P&C. You must also be aware and take whatever action is necessary to ensure hygiene, health and safety at all times.

#### *Compulsory requirements*

- Holds a current or successful application of Working with Children Check (Blue Card)

#### *Typical duties/skills*

- Prepare ingredients for making sandwiches / salads, cookies
- Organise trays for ovens for heating / bake ingredients or products
- Check stock deliveries for quality and match quantities with delivery dockets / invoices
- Put away deliveries in the appropriate storage facilities as soon as possible, especially for cold and frozen items
- Prepare and assemble items into saleable condition
- Stock and restock pie warmers, refrigerators, cold room and freezers while rotating items according to expiry dates (older items closer to the front)
- Top-up various containers containing cutlery, snacks, sauces, etc
- Check the temperatures of pie warmers, refrigerators and freezers
- Breakdown cardboard boxes and place in recycling bins
- Restock the cold room or refrigerators with items or ingredients
- Clean up front of house counters and kitchen including washing up, sweeping and clearing bins
- Serve customers
- Manning POS registers during service times and counting money at the EOD ready for banking
- Assist in counting of stock for stocktake
- Assisting volunteers
- Ensure any assigned keys are stored safely at all times
- Ensure completion and compliance of all necessary training as directed by MSHS P&C
- Staff may be rotated between business units from time to time in accordance with the needs of MSHS P&C