



THE KING'S SCHOOL

POSITION DESCRIPTION FOR CANTEEN SUPERVISOR

Introduction

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

The position in context

The King's School operates two canteens on each Saturday during the School term when sports fixtures include "home games". The Canteens (known as "Doyle's" and "White's") are an important component of The King's School community engagement strategy providing both an important service to sporting teams and spectators on game days but also a critical opportunity for the King's School Family and Friends Association (TKSFAFA) to engage with the King's School Community through volunteer support.

Scope

It is the responsibility of the Canteen Supervisor to oversee the efficient operation of both canteens within the guidelines set by the School. The Supervisor must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

Key Relationships

The Canteen Supervisor will report to the Director of Community Engagement and liaise closely with the and has responsibility for the operations of the canteen they are assigned to operate on each game day. The Canteen Supervisor and a team of assistants direct customer service (preparing food and serving customers) and supervise the contribution of the parent volunteers who will be assisting on a rostered basis.

Indicative responsibilities

- Assist in the preparation and delivery of the foodservice as required.
- Provide assistance to the duty assistant supervisors and volunteers to ensure the delivery of reliable food service to the school community.

- Use food preparation and food-handling skills to minimise waste, ensuring the effective recording of wastage and sorting and disposing of rubbish and recycling.
- Manage and rotate stock including preparation of weekly stocktakes.
- Greet volunteers and provide the required induction to the canteen at the beginning of each volunteer shift.
- Set up the canteen prior to opening including signage, coffee machine, BBQ, cake display, drinks, ovens, pie warmers etc.
- Prepare and serve hot and cold drinks such as coffee, tea, and hot chocolate. Cleaning and sanitising work areas, utensils and equipment.
- Wash and clean all utensils, dishes, pots and pans and ensure they are stored properly.
- Manage:
 - the training of volunteers in food preparation and other procedures to deliver an affordable food service to the school community,
 - counting, recording and reconciling the daily takings according to The King's School policy for the safe handling of money,
 - the health, safety and welfare of others in the canteen according to WH&S legislation, and
 - the arming of security alarms, locking of all doors and windows and switching off of all appliances (except refrigeration units) is completed at the end of the day.
- Clean food preparation equipment, floors and other kitchen tools and areas.
- Follow food safety handling instructions to ensure that correct food handling and hygiene practices are performed to prevent food spoilage and contamination.
- Ensure that entry to the canteen is restricted only to those who are authorised and
- maintaining a pleasant working environment for all.
- Ensure that students are treated with respect and dignity and report any issues to the Director of Community Engagement
- Undertake other duties as directed within the limits of the skills, competence and training as directed by the Director of Community Engagement.

General Requirements

General requirements include:

Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.

Support and advance the values of the School as a community that seeks to promote:

- Humility
- Honesty
- Respect
- Responsibility
- Integrity
- Compassion
- Excellence
- Gratitude

Model Christian character and good moral behaviour.

Demonstrate advanced communication and inter-personal skills.

Create a productive work environment where staff and students are valued and respected.

Contribute to the collegiality of the team.

Required skills, knowledge and experience

Qualifications & Experience

Relevant Food Handling and Barista Skills

Experience working in Hospitality

Attributes

Personable, enthusiastic, flexible and confident

Creative and innovative thinker

An ability to be a self-starter and work well independently as well as collegially

Ability to multi-task

Work Health and Safety

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety.

Employee WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment;
- Reporting any hazard, injury, or near miss through the School's RMS system;
- Following emergency evacuation and management procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant to your role.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time to time.

All positions evolve and change over time, and the school commits to regularly reviewing and update position descriptions to accurately reflect the contribution of employees.

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