

Position Description & Duty Statement

Canteen Manager



POSITION TITLE:	Canteen Manager		
EMPLOYMENT TYPE:	Part-time	REPORTS TO:	Business Manager
CLASSIFICATION:	School Employee		
DATE LAST REVIEWED:	June 2025	APPROVED BY:	Principal, St Mary's College
ACCREDITATION LEVEL:	Accreditation to Work in Catholic Education (Schools)		

Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

Our Core Values

Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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Purpose of Position

Working under the general direction of the Principal through the Business Manager the Canteen Manager will be supportive of the values and mission of St Mary's College and support our motto of Listening Hearts within our college community.

The primary responsibility of the Canteen Manager is to ensure the effective operation of the College's Canteen, particularly the provision of health food and drink choices to students.

Core Duties and Responsibilities

Catholic Identity:

- Support the College in maintaining the Catholic ethos of the College and act in a manner that is supportive of the teachings of the Catholic Church, including participation in events and activities throughout the school year
- Wholeheartedly embrace the culture and vision of the College
- Prepare for special events such as Feast Day, ensuring appropriate catering and support for the celebration

Education:

- Promote healthy eating habits in line with CEWA's Health Food and Drink Choices Policy
- Maintain knowledge in Food Safety, Healthy eating choices and regulatory requirements of a School Canteen
- Provide nutritious meals and snacks, including breakfast for early programs
- Cater to special dietary requirements
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Community:

- Foster a welcoming and inclusive environment in the canteen
- Maintain accessibility for all our St Mary's College community
- Supervise and support canteen staff and volunteers
- Ensure effective working relationships are maintained with College staff, Contractors/Suppliers and Volunteers
- Encourage volunteer participation and coordinate rosters
- Identify opportunities and engage in marketing activities to promote the College Canteen to the community

Stewardship:

- Plan and manage the catering requirements of the College's Canteen
- Manage the ordering and purchasing requirements of the Canteen and any requests received from the College Leadership Team in regards to events and catering requirements
- Manage daily canteen operations including food preparation, service, and hygiene
- Maintain compliance with food safety and WHS regulations
- Oversee stock control, ordering, and supplier relationships
- Implement cost-effective purchasing strategies
- Maintain accurate financial records and assist with reporting

Other duties as required by the Business Manager or Principal

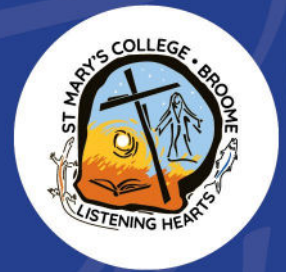
Selection Criteria Skills & Experience requirements

Competencies:

- Demonstrated experience in the food service, preparation or hospitality industry
- Strong leadership, communication, and organisational skills
- Ability to work independently and as part of a team
- Knowledge of food safety and WHS requirements

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- Proficiency in basic financial and stock management
- Experience in using Office 365 applications and POS system.

Qualifications Required:

- Current Working with Children Check WA.
- Current Nationally Coordinated Criminal History Check
- Food Safety Supervisor Certificate (or willingness to obtain)

Qualifications Desirable:

- Certificate in Hospitality, Commercial Cookery, or similar
- HLTAID011 Provide First Aid

Experience Required:

- Experience in similar role, essential
- Experience in a school environment would be an advantage, but is not essential

Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

Workplace Health & Safety

It is every employee's responsibility to:

- promote a safe and healthy working environment that complies with WHS requirements.
- take a shared responsibility to ensure the safety and well-being of self and others.
- utilise all protective equipment provided and as instructed.
- work in a safe manner while exercising due care and caution.