**Kitchen/Canteen at Glenaeon**

Our current Kitchen/Canteen Operator is moving on and we are looking for a new Operator. The Kitchen/Canteen is on our Middle Cove campus. The core task of the Kitchen/Canteen is to provide healthy, nutritious food for the school community at reasonable prices and to operate during school time from Term 1 2021.

Our long term aspiration is for the facility to provide:

* Potential for a five days per week canteen for recess and lunch during school term (currently 3 days per week), in liaison with curriculum activities
* a shared space with the School teaching faculty, for cooking classes for younger years and Food Technology for high school,
* a catering facility for school events such as parent gatherings and conferences.

We aim to use local, organic and where possible biodynamic produce, including as much as is available from the school’s own biodynamic garden.

**Expressions of Interest**

We are seeking an experienced Kitchen/Canteen Manager who is able to work within the Glenaeon ethos to ensure healthy and sustainable practices in the delivery of the above services. The position will ideally be an independent contractor.

For further information, please contact Chris Scrogie or Rohan Wijesinghe on 9932 2305 or 9932 2315.

Please forward your expression of interest via email by 5:00pm on Friday 31/07/2020 to [rohanw@glenaeon.nsw.edu.au](mailto:rohanw@glenaeon.nsw.edu.au)

**SELECTION CRITERIA**

In your written expression of interest we would appreciate you addressing the following selection criteria, in one page or less:

***Catering Skills***

Ability to create appealing, healthy menus suitable for children; sound food preparation skills; and knowledge of food safety standards and workplace health and safety requirements.

Ability to implement/maintain a Healthy Schools’ menu. Willingness to attend workshops/seminars directly related to school canteens.

***Management Skills***

Demonstrate experience in, or willingness to learn about, stock management including ordering, maintaining stock levels and conducting regular stock takes; planning daily operations and food preparation activities; managing volunteer rosters; reporting to the School Executive; and liaising with a Kitchen/Canteen committee.

***Communication Skills***

Ability to communicate effectively with students, staff, and the school community to promote harmony and mutual respect and ensure a welcoming and supportive environment in the Canteen. Prior experience working in an environment with children would be an advantage.

***Health & Safety***

Ability to maintain a safe and hygienic environment in accordance with food handling and workplace safety standards as laid down by the NSW Department of Health and in accordance with workplace health & safety legislation.

Hold a current FSS qualification in line with Willoughby Council expectations.

**CANTEEN MANAGER – preliminary Job Description**

1. Prepare the Kitchen/Canteen for business; ensuring food is prepared in accordance with food safety and handling requirements as laid down by the NSW Department of Health.

2. Show healthy food creativity, initiative and business sense in developing daily menus and special lunch days.

3. Order goods from approved suppliers and check deliveries for quality and quantity.

4. Maintain adequate stock levels.

5. Ensure all equipment, cabinets, surfaces and floors etc. are kept clean and maintained including regular washing of linen and daily emptying of bins. Ensure all mandatory checks/inspections are made on equipment to comply with Health regulations.

6. Secure the Kitchen/Canteen at the end of the day and at any time it is left unattended.

7. Develop rapport with the school community to ensure ongoing support. Liaise with Curriculum cooking staff to provide efficient use of facility

8. Make welcome and value the support and contribution of the Kitchen/Canteen volunteers, thus ensuring their continued support.

9. Instruct volunteers to ensure the clean and efficient operation of the Kitchen/Canteen.

10. Meet with school management on a regular basis regarding changes to menu, pricing, procedures, required maintenance and suppliers.

11. Maintain adequate financial records, including order and daily takings books. For audit purposes the Manager and one Kitchen/Canteen Volunteer must sign this book.

12. Maintain accurate records of accounts and payments for children and staff requesting lunches without payment.

13. Conduct stock takes at the end of each term.

14. Maintain a safe work environment for volunteers, students and school staff. All accidents must be documented on the Incident Report Form and provided to the Operations Manager within 24 hours.

15. Maintain a roster of volunteers to assist in the Kitchen/Canteen, including an emergency roster to maintain the smooth running of the Kitchen/Canteen.

16. Develop and implement Special Lunch Days with the help of the Community and interested parents.

17. Set aside days to be utilised as general cleaning days (i.e. fridges, freezers and ovens, etc.).

18. Maintain an inventory of all equipment in the Kitchen/Canteen.

19. Ensure the “Licence to Operate” is renewed annually and displayed in the Kitchen/Canteen.