



Job Title:	Canteen Manager
Reports To:	Head of Campus
Direct Reports:	Canteen Assistants
Section of School:	Education Services
Liases with:	Whole School Community and prospective families

St Stephen's School Vision:	St Stephen's School is a Christ-centred, student-focused and community-based School of the Uniting Church.
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's School is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Canteen Manager is responsible for the management and day-to-day operation of the school canteen according to the policies and procedures of St Stephen's School.</p> <p>To provide food service for the School Community</p> <p>The Canteen Manager will support the development of strong relationships within the school community in particular with canteen staff, students, parents, volunteers and other school personnel.</p>
Role requirements:	<p>The Canteen Manager is responsible for the management of the day-to-day operations of the school canteen. This includes the following responsibilities:</p> <p>General</p> <ul style="list-style-type: none"> • Planning, organising, and monitoring the day-to-day operations of the canteen. • Daily record-keeping. • Opening and closing the canteen. • Lead a team that fosters support and cooperation of canteen employees and canteen volunteers and also manage a volunteer roster. <p>Stock control</p> <ul style="list-style-type: none"> • Ensuring that stock is kept at appropriate levels and a stocktake is undertaken at the end of each school semester.



- Order goods from approved suppliers, check deliveries for quantity, quality, pricing and retain correct documentation.
- Ensure that stock is kept at an adequate level and is rotated correctly.
- Ensure that all food deliveries are received and stored in accordance with correct food and hygiene standards and practices.
- If required, shop for goods other than those delivered by suppliers.

Staff and service

- Prepare the canteen for daily operations. Collate all orders and prepare food for sale in an efficient manner with appropriate workflow processes and standardisation and portion control practices..
- Roster staff and casuals and obtain replacements when necessary.
- Supervise and instruct staff and volunteers to ensure correct food preparation and serving and in the general running of the canteen.
- Serve students at recess and lunch times and on other occasions if required.
- Catering for special events and staff events as required.
- Ensure that prohibited allergens do not enter the canteen and other allergens which are known to cause allergic reaction are clearly labelled.

Communication

- Ensure that the products and services provided by the canteen are marketed and promoted to generate a high level of daily sales.
- Consider other business opportunities available to the canteen to further service the school community e.g. catering for meetings and events held at the school.
- Design canteen menus and distribute to school community via school bulletin/blog and online ordering system.

Financials

- Ensuring that food products' prices are monitored and value for money considered; ensure all operating overheads are covered.
- Operate and maintain online ordering systems.
- Count the takings and finalise EFTPOS daily, preferably with a second person, and prepare for banking.
- Reconcile credit card transactions using Flexischools software/app. Uploading necessary receipts and allocating relevant tax codes.



	<p>Cleaning, hygiene and food safety</p> <ul style="list-style-type: none"> • Comply with the Food Act 2008 (WA); the Food Regulations 2009; and the Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996. • Ensure all staff and volunteers have relevant training, ie FoodSafe, Allergens 2, WASCA Traffic Light training and COVID-19 Hygiene course. • Ensure all equipment and surfaces are cleaned daily with detergent and sanitizer. • Maintain a safe work environment and report all accidents to the relevant person as soon as possible or within 24 hours. • Ensuring that food is prepared, stored and served in accordance with health and safety regulations. • Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards according to WH&S legislation. • Logging maintenance issues and adhering to WH&S policies and procedures. • Record hygiene and food handling data on a daily basis in accordance with FoodSafe Handling guide. • Maintain food allergen records and check ingredients on a regular basis for any changes. • Ensure canteen is compliant and meets local council regulations, ensuring all records are maintained and up-to-date for bi-annual inspections. <p>Training Requirements</p> <ul style="list-style-type: none"> • Foodsafe Food Handler Training Program. • WA School Canteen Association Traffic Light Training. • All About Allergens 2 - Food allergy Aware training. • AHA Hospitality and Tourism COVID-19 Hygiene Course. • Use Hygienic Practices for Food Safety (SIXTFSA005) • Participate in safe food handling practices (SIXTFSA006)
--	---

<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Ensure adherence to WHS policies and procedures in daily operations, following safe food handling practices. Ordering healthy supplies and maintaining a healthy school menu. • Management of canteen staff/volunteers and ensuring that all canteen staff and volunteers comply with all relevant policies and procedures. • Develop and maintain positive professional relationships with all members of the School community and external stakeholders. • Responsible for daily canteen financial management. • Maintaining online ordering system; updating menu items, prices and calendars. • Other KPIs will be agreed with your manager through the induction process and ongoing evaluation and goalsetting.
---	--



<p>Selection Criteria:</p>	<ul style="list-style-type: none"> Experience in a similar role, preferably in a busy school canteen or kitchen. Desirable - Tertiary qualifications in canteen operations; Canteen Managers course or similar qualifications (eg Hospitality, Food Handling) (or working towards) A demonstrated ability to effectively lead, plan, organise and control the day-to-day operations of food service, including finance and people. An ability to be flexible and adaptable and to make sound judgements and decisions when working with staff and students, taking into account Health and Safety practices and regulations; and School policies and guidelines. A demonstrated ability to be a positive team leader, motivate and work collaboratively with all members of the School community. A professional approach and strong work ethic. The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment. Barista experience/training (preferred) National Criminal Record Checking (except Teaching staff). Current First Aid Certificate. Administrative experience – Working knowledge of WORD, EXCEL, cash handling and banking. Experience working with Quickcliq or a similar online ordering system. Some knowledge of purchasing and stock control would be an advantage. A commitment to customer service. Willingness to positively and actively contribute to the Christian culture of the School.
-----------------------------------	---

I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by HOC – June 2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	June 2026	June 2026	P&C	Reviewed	HOC/P&C
1	Oct 2021	Oct 2023	Steph Snyman	New	HOC