



Canteen Manager Cross Campus

Overview

The Canteen Manager at St Bede's College has a key role to play in the organization and oversight of all operational activities related to the Canteen at the College, including Event Catering. The Canteen Manager also has responsibility for the management and direction of Canteen staff and volunteers.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety, and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors, and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel.

St Bede's College Canteen Department

At St Bede's College, the Canteen Department consists of kitchen and canteen facilities at Mentone and Bentleigh East campuses plus a senior student/staff café at our Mentone campus. The Department also provides catering services to support the College calendar of regular and ad hoc catering requirements servicing our students, staff and community stakeholders food and beverage needs to the highest professional standards. The position is based at the Mentone campus but is expected to oversee and support the Bentleigh East Canteen operation.

Attributes and Competencies

The Canteen Manager is expected to exhibit the following qualities and competencies:

- A firm belief in and demonstrated commitment to the Catholic Ethos, Mission, and Vision of the College.
- A high level of understanding and commitment to student safety and wellbeing extending beyond the classroom.
- A demonstrated commitment to ongoing professional growth for the benefit of the College community.
- Demonstrated capacity to develop and maintain cooperative working relationships with all staff and students.
- A high level of administrative and organisational ability and the ability to work as part of a team.
- Attendance and monitoring of all meetings, training sessions and review of email and other communication/s to ensure that daily briefings/meetings/updates/rosters for staff are managed and accurate.
- Implementing and overseeing that all staff have good general knowledge on food preparation and receive appropriate 'food handling' training/supervisor training for assessments (supervision of staff).
- Ensure staff are meeting compliance requirements regarding Mandatory Reporting, Working with Children Check, Anaphylaxis training and Asthma training.
- Overseeing all areas of Occupational Health and Safety as they apply to Canteen operations, ensuring high standards are met in the Canteen daily for all staff, teachers, volunteers and contractors.
- Overseeing Registration and the 'Food Safety Program' to ensure compliance with Kingston Council, as reports are required and assessed twice each year.
- Maintaining and overseeing food safety inspections and reports, including record keeping.
- Ensuring ongoing maintenance as required, using the St Bede's College 'My Maintenance' web portal.
- Maintain the cleaning and upkeep of the Canteen, staff kitchens and consult with the cleaning company as required.
- Maintaining and overseeing pest control audits and reports, including record keeping.

Specific Duties of the Canteen Manager

1. Financial Management & Operations

- Oversee all financial transactions related to the Canteen, including daily cash accounting, banking, and managing EFTPOS machines.
- Work with the Finance Team to ensure compliance with financial procedures, including reconciliation of transactions and record-keeping.

- Arrange for the timely acquisition of coins for change as required (weekly/fortnightly).
- Collaborate with the Finance Department to streamline business processes and enhance efficiency.

2. Stock Control & Procurement

- Manage stock ordering and inventory levels, ensuring adherence to the College's procurement guidelines and budget constraints.
- Monitor stock rotation to minimise waste and maintain quality.
- Source high-quality, cost-effective ingredients and products while ensuring sustainability and ethical sourcing.

3. Vending Machine Management

- Monitor stock levels in vending machines and ensure timely restocking.
- Coordinate servicing, maintenance, and repairs to ensure machines remain operational.
- Evaluate vending machine offerings to align with College health and nutrition policies.

4. Supplier & Stakeholder Relations

- Develop and maintain strong relationships with suppliers to negotiate the best pricing and service agreements.
- Regularly review supplier performance and explore new sourcing opportunities for quality and cost-effectiveness.
- Liaise with internal stakeholders, including the Leadership and Teaching Staff, to align Canteen operations with school needs.

5. Menu Planning & Food Preparation

- Design and implement weekly menus in line with the College calendar, student preferences, and nutritional guidelines.
- Ensure menus cater to dietary requirements, including allergies, vegetarian, and culturally diverse options.
- Regularly review and update menu items based on student feedback, seasonal availability, and emerging food trends.

6. Special Events & Catering

- Monitor event orders, process and meet the needs, ensuring accurate cross charging to College budgets.
- Plan and execute catering for College events such as 'MAD Day', Old Collegians reunions, alumni gatherings, staff events, and other school functions.
- Ensure all events are professionally organised and delivered to a high standard.
- Work with the College Leadership and event organisers to anticipate catering needs and logistical requirements.

7. Food Trends & Innovation

- Stay informed about emerging food trends, nutrition developments, and best practices in school canteen operations.
- Explore partnerships with external catering companies for event support and future function planning.
- Introduce new food items and innovative service models to enhance the canteen's appeal and efficiency.

8. Staff & Volunteer Management

- Oversee and coordinate the work of Canteen staff and volunteers across both campuses.
- Provide training and guidance to ensure adherence to food safety, hygiene, and customer service standards.
- Foster a positive team environment that supports staff engagement and professional development.

9. Compliance & Safety

- Ensure all Canteen operations are council registered annually, and comply with food safety regulations, workplace health and safety standards and College policies.
- Maintain accurate records of food handling procedures, temperature logs, and cleaning schedules.
- Conduct regular risk assessments and implement measures to minimise hazards.

10. Customer Service & Student Engagement

- Foster a welcoming and friendly Canteen environment that enhances student and staff experience.
- Gather feedback from students, parents, and staff to improve service offerings and customer satisfaction.
- Promote Canteen initiatives, such as healthy eating programs, sustainability efforts, and special promotions.

Key Stakeholder Relationships

The role reports to the Executive Director of Business Strategy and Operations.

1. Internal Stakeholders

- Students & Parents/Carers – Understanding student preferences and dietary needs while ensuring a positive Canteen experience. Engaging parents/carers regarding special dietary requirements and payment options.
- School Leadership Team – Aligning Canteen operations with the College's strategic goals, policies, and calendar of events.
- Finance Department – Ensuring accurate financial transactions, budgeting, procurement compliance, and financial reporting.
- Teaching & Wellbeing Staff – Collaborating on nutrition education, student dietary requirements and special initiatives such as healthy eating programs.
- Facilities & Maintenance Team – Coordinating equipment servicing, waste management and Canteen space upkeep.
- Event Coordinators – Planning and executing catering for school events, ensuring timely and high-quality service.
- Volunteers & Parent Groups (e.g. P&F Association) – Managing and supporting volunteer involvement in the Canteen.

2. External Stakeholders

- Suppliers & Distributors – Negotiating pricing, sourcing quality products, and ensuring timely stock deliveries.
- Food Safety & Compliance Authorities – Ensuring adherence to health and food safety regulations.
- Catering & Vending Machine Service Providers – Managing contracts, maintenance, and product offerings for external food service providers.
- Local Community & Alumni Groups – Supporting catering for special functions, alumni reunions, and community partnerships.

The **Canteen Manager** reports through the **Executive Director of Business Strategy and Operations** to the Principal.

This position incorporates some work outside school hours.

This role comes under the School Officer Category C (7 weeks leave per year) of the CECV and will be remunerated within the level matched according to previous experience and training.