



Sapphire Coast  
ANGLICAN COLLEGE

## Job Description and Duty Statement

<b>Job Title:</b> Casual Canteen Manager	
<b>Department:</b> Canteen/Administration	<b>Job Grade:</b> Level 2
	<b>Date Prepared:</b> March 2024

### Position Overview

The incumbent is responsible for organising and producing canteen for our school community with the help of your rostered volunteers on a weekly or twice weekly basis. The position commences on a casual basis from the 29<sup>th</sup> April 2024.

### Duties

- Maintain safe work environment in accordance with the Work Health Safety Act.
- Day-to-day management and operation of the canteen.
- Collating daily online orders.
- Manage volunteers and roster for volunteers.
- Manage stock levels of the Canteen and timely ordering of stock.
- Preparation and cooking of food.
- General cleaning and maintaining a hygienic kitchen.
- Serving customers - staff and students.
- Maintaining and balancing of financial transactions.
- Any other tasks as determined by the Principal.

### Performance Indicators

- Excellent communication skills.
- Competent cooking skills.
- A capacity to use kitchen equipment.
- The capacity to manage own workloads to meet required needs and deadlines.
- Some knowledge of purchasing and stock control would be an advantage.
- A strong work ethic and the capacity to work with limited supervision; and
- An ability to work collaboratively and to lead a team.

### Other Skills/Abilities

The incumbent should possess the following:

- Ability to work unsupervised and use initiative.
- Operate from a professional Christian perspective with parents, staff, students and visitors to uphold the Anglican ethos
- Time management skills
- Ability to maintain a safe and healthy environment.
- Current Working With Children Check.

**Applications close 27<sup>th</sup> March 2024. Please provide the following documentation**

- Cover Letter
- Curriculum Vitae
- Working With Children Check

**Applications can be posted or emailed to:**

ATT – Aimee Abraham  
Sapphire Coast Anglican College  
PO Box 994  
Bega NSW 2550

Email: Aimee Abraham  
[aabraham@scac.nsw.edu.au](mailto:aabraham@scac.nsw.edu.au)

Reports to	Administration Manager
Responsible for	Canteen