



Sapphire Coast
ANGLICAN COLLEGE

Job Description and Duty Statement

Job Title: Casual Canteen Manager	
Department: Canteen/Administration	Job Grade: Level 2
	Date Prepared: August 2026

Position Overview

The incumbent is responsible for organising and producing the 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 **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 on 28th August. Please provide the following documentation

- Cover Letter
- Curriculum Vitae
- Working With Children Check

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Reports to	Administration Manager
Responsible for	Canteen