It is the vision of St Norbert College to create a Christian community which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

The position is during School terms only, commencing Term 2 2015.

**CORE REQUIREMENTS**

- Be supportive of the Catholic and Norbertine ethos of the College.
- Must be a qualified Chef/Cook.
- Hold a current Working with Children Clearance.
- Professional standard of dress and grooming.

**PROFESSIONAL REQUIREMENTS**

The Canteen Manager is responsible to the Business Manager for the smooth operation of the St Norbert College Canteen within the context of a Christian Community.

1 **FOOD**

   - Enhance knowledge and awareness of the selection of nutritious and well presented food and encourage good eating habits consistent with the Australian Dietary Guidelines and College Curriculum.
   - Establish menus in accordance with the WA School Café Association Policy Guidelines and decide on the method for ordering and distributing of lunches.
   - Serve foods and drinks at the times specified and in an efficient manner.
   - Take orders from and supply lunches to College staff and students.
   - Cater for staff and College events as required.

2 **STAFFING**

   - Establish and maintain a roster of paid and voluntary helpers and train and direct them.
   - Organise the work force to maintain a satisfactory work flow.
   - Establish and maintain a workbook recording attendance days/times/signatures of voluntary and paid staff.

3 **FINANCES**

   - Prices of food need to be at an affordable level.
   - Keep cash securely under lock and key, to check and bank money daily.
   - Order and check supplies weekly.
   - Conduct stocktakes at the end of each term.
• Keep an accurate record of petty cash expended.
• Maintain the accounts through MYOB and arrange payment of all Café accounts.
• Prepare quarterly financial reports for the College Business Manager.
• Maintain financial standing at a cost neutral level (i.e. break even)
• Negotiation and discussion with suppliers needs to include the Business Manager.

4 HEALTH & SAFETY

• Comply with the CECWA ‘Occupational Safety & Health in Schools” policy in order to provide safe handling, preparation and serving of food.
• Demonstrate high standards of hygiene and safety in the preparation, supply and service of food at the Café.
• Ensure that the Café and equipment are hygienically kept in good repair. (This includes daily floor washing and laundry.)
• Complete Accident Report form and notify the College Business Manager of any accident involving any person working in the Café. (The Business Manager will take action required regarding Workers’ Compensation Insurance or Voluntary Workers’ Insurance).

5 SERVICE TO THE COLLEGE COMMUNITY

• Notify the Duty Teacher immediately of any breaches of discipline by students that may require action.
• Encourage courtesy and consideration by students using Café facilities.
• Encourage student service and participation in the operation of the Café when required.
• Co-operate with special school activities eg.
  - Fundraising
  - Sport carnivals
  - Open Day
  - Year 12 Graduation
  - Swim Squad Breakasts (Term 1)
  - Cross Country Squad Breakasts (Term 2)
  - Athletics Squad Breakasts (Term 3)
  - Staff Morning Teas
  - Other events as required