



Position Description

Position Title:	Canteen Manager
Reports to:	Business Manager/Principal
Key Relationships:	Business Manager and Administration Staff
Full Time Equivalent (FTE):	Monday to Friday 7.30 am to 2.00 pm Term time only. 30 hours per week Additional hours may be required.
Commencement Date:	19 October 2026
Classification:	School Utility Employee Level 4 in accordance with the <i>Tasmanian Catholic Education Single Enterprise Agreement 2024</i>
Position Specific Checks	National Police Check Working with Vulnerable People Registration

Position Summary:

The College Canteen provides a range of nutritious food products to students and staff at recess and lunchtime each day. The Canteen Manager is required to prepare school lunch orders and catering for College functions and camps.

The Canteen Manager must comply with all relevant food safety and workplace health and safety guidelines at all times. The Canteen Manager must ensure that at all times the facility provides a high level of service to the students, staff and College community.

Key Responsibilities:

- Preparation of food for school lunch orders;
- Preparation of food for College functions and camps;
- Distribution of lunch orders when required;
- Cleaning of facilities and appliances;
- Ensure the Canteen complies with relevant food safety requirements in regard to food handling, storage and kitchen cleaning requirements;

- Ensure the Canteen maintains high levels of service to students and staff;
- Other tasks as required by the Business Manager
- Ensure WHS requirements are met.

Work Health and Safety

- Uphold and follow the College's Work Health and Safety Policy and related policies and procedures, such as (but not limited to), hazard and injury reporting and risk management planning.
- Follow reasonable work requests or directions related to work health and safety.
- Take reasonable care for your own health and safety and for the health and safety of others.
- Take reasonable care of College premises, plant and equipment.

Essential Capabilities

- Understanding of and ability to contribute to the mission of Mount Carmel College as a Catholic school.
- The ability to be self-directed and to work with minimal supervision.
- The ability to use initiative and exercise discretion in performing the required tasks.
- Ability to function effectively as both an individual and a member of a team.
- Strong time management and organisational abilities including the ability to succeed in a busy and fast paced environment.
- Excellent communication skills, both written and oral.
- Excellent interpersonal and relationship management skills.
- The ability to communicate effectively with children and young people as well as work colleagues.
- Demonstrated ability and preparedness to deal with confidential documentation and information in the strictest confidence.

Relevant Qualifications and Experience

Essential (minimum requirement)

- Qualifications and experience in the Hospitality industry
- Customer service experience.
- Experience in a similar food preparation role
- Trained Food Safety Officer (or willing to work towards)
- Working with Vulnerable People Registration
- National Police Criminal History Check.

Desirable

- Commercial cookery qualifications

Application Documentation Required:

- Introductory Cover Letter.
- Application for Employment
- Pre-Employment Check
- Current Resume (listing 3 referees).