



## Catering Manager

<b>Location</b>	St Mary MacKillop College
<b>Accountability</b>	Principal
<b>Reporting to</b>	The Business Manager
<b>Salary</b>	\$70,000
<b>Tenure</b>	Ongoing

### PURPOSE OF THE POSITION

The Catering Manager is responsible for the overall management of the canteens and catering services at St Mary MacKillop College. They will lead, engage and inspire a team of staff to be passionate about providing nutritious, tasty meals and snacks for students and staff. They will create food as needed for special school events and functions.

### KEY RESPONSIBILITIES

#### Canteen Operations:

- Develop, implement and manage the delivery of age appropriate, nutritious, tasty food and snacks to the two college canteens.
- Plan, organise and monitor the day to day operations of the two canteens.
- Coordinate planning, budgeting and purchasing for the canteens.
- Ongoing ordering and stock management.

#### Staff Management:

- Lead, engage and inspire a team of staff.
- Oversee and supervise all canteen staff and volunteers.
- Manage rosters and duties for canteen staff and volunteers.
- Induct new staff and volunteers to ensure correct implementation of food preparation and serving.
- Train staff and volunteers and enable development by teaching new skills and giving constructive feedback when required.
- Assist in the recruitment of canteen staff.

#### Catering

- Plan, implement and manage the catering for all College functions.
- Coordinate all catering for morning/afternoon teas, staff lunches, breakfasts as requested by the Principal and/or Heads of School/Heads of Year.
- Coordinate staff to assist with preparation and cooking as required for such functions.

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**St Mary MacKillop College**  
CHOOSE LIFE WITH COURAGE

## **Catering Manager** continued

### **Community Engagement**

- Create opportunities to engage parent volunteers in the canteens.
- Create opportunities to entice members of the community to engage with the College as volunteers or at functions.
- Present ideas for community engagement.

### **Education and Promotion of Healthy Eating**

- Implement programmes to educate and encourage students, staff and parents to choose healthy food options.
- Look at ways to promote local and seasonal produce in our College community.
- Promote a variety of healthy choices through the canteen.

### **Additional Role Components:**

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

### **Work, Health and Safety**

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

### **Code of Conduct**

You are responsible for ensuring you act within the framework of the College's Code of Conduct.

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