



# Lighthouse Christian College

Position Description	Canteen Supervisor
Reports to	Deputy Principal (Operations)
Key Liaisons	Principal, Deputy Principal, Canteen staff, Administration staff, Teachers, Students
Direct reports	Coordinates a small team of canteen staff and volunteers as required
Date created	April 2024

## Lighthouse Christian College

### Our Purpose

Lighthouse Christian College seeks to represent the Lord Jesus Christ to our community. Students, staff and families align with our Christ-centered values. We acknowledge the Holy Spirit's power to transform lives. We were founded by Lighthouse Christian Church to teach, train and disciple Godly Generations to impact their world. Through the Trinity, we discover our purpose in God the Father, our example in God the Son and our power in God the Holy Spirit.

### Our Values

Our focus is to develop and promote humility, empowerment, authenticity, respect and tenacity within the college community.

### Position Summary

Oversee the day-to-day operations of the school canteen, including the supervision and rostering of relevant staff and voluntary workers.

### Key Responsibilities

#### Canteen supervision

- Ensure the canteen is open and serving food during school term, operating efficiently to cater to students during recess and lunch
- Exercise judgment and initiative to resolve day-to-day work problems
- Liaise with the relevant stakeholders regarding menus and any proposed amendments to processes
- Consolidate and submit daily takings for review and processing in accordance with school procedures and provide information/records to assist the Deputy Principal (Operations) to prepare financial statements and to assess canteen performance
- Oversee cleaning routines to ensure that food storage and preparation areas are clean, hygienic and compliant with food handling legislation/standards; ensure that food preparation equipment is cleaned and maintained in accordance with safe work standards and safe food handling standards

- Order, receive and check all ordered supplies' invoices/delivery dockets, ensuring that school procedures are followed
- Undertake periodic stocktake tasks relating to food, supplies and equipment on hand
- Allocate daily tasks to staff and/or volunteer workers and ensure that timeframes and basic work processes are clearly communicated for an efficient and harmonious working environment; provide on-the-job training as required.
- Do the cooking on assigned days, as per the approved menus
- Identify and report significant safety-related hazards to the Deputy Principal (Operations)

### **Child Safety**

- Understand and apply the College Child Safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- To maintain good order and discipline among the students, safeguarding their health and safety

### **Health and Safety**

- Comply with the College's Occupational Health and Safety policy as amended from time to time
- Ensure compliance with duty of care and occupational health and safety procedures across the College at all times

### **Culture**

- Lead by personal example, by maintaining a Christian tone and atmosphere in the College that reflects a loving and caring community in which excellence in all matters is sought
- Assist in the establishment and maintenance of a God-honouring spiritual and emotional atmosphere and appropriate lines of communication
- Uphold the Mission, Vision and Values of the College and implement all approved policies
- Help to develop and maintain an atmosphere of innovation to the ELC staff

### **Involvement in the life of the College**

- Attending meetings as appropriate
- Being involved in a range of College events as considered appropriate and/or at the direction of the ELC Director
- Supporting staff, interacting with parents, and supporting College related activities by parents
- Where desired or appropriate, providing spiritual/pastoral guidance to staff
- Interacting with students

### **Key Performance Indicators**

KPI 1 – Canteen operates efficiently.

KPI 2 – Customer service is extended consistent with duty of care to children.

KPI 3 – All duties are completed to the required standard and within the required timeframes.

KPI 4 – All administrative requirements are completed in a timely and accurate manner.

KPI 5 – College Child Safe Policies are complied with at all times

KPI 6 – Observes OH&S policy and reports all incidents and risks at all times

KPI 7 – Abides by the policies and upholds and supports the Christian ethos of Lighthouse Christian College at all times

KPI 8 – Attends all College meetings and activities as requested

**Skills and Knowledge**

- Knowledge of food hygiene practices and relevant Occupational Health and Safety regulations
- Demonstrated cooking skills
- Skills and experience in the management of a school/college canteen, commercial or similar service environment, highly desirable
- Skills and experience in coordinating and supervising staff
- Well-developed organisational skills and the ability to plan and deliver a high standard of food preparation and service practice
- Well-developed written and oral communication and interpersonal skills with the ability to effectively interact with internal and external stakeholders
- A current Level 2 First Aid Certificate, including CPR
- A current Anaphylaxis and Asthma certificate

**Attributes**

- Suitability to work with children.
- Active participation in a church
- Adequate level of computer competency and written and oral communication skills

**Pre-requisites**

- Food Handling Certificate
- Current Police Check
- Current Working with Children Check (where VIT registration is not applicable)
- Current Victorian Driver’s License
- Practicing Christian, in regular Church attendance

**Employee Acknowledgment of Position Description**

I have received a copy of the Position Description and have read, understood, and accept its contents.

_____	_____	_____
Name of Employee	Signature	Date
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_____	_____	_____
Principal	Signature	Date