



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

Role and Person Specifications

CANTEEN CO-ORDINATOR – Beveridge Road Campus

Accountability

The Canteen Co-ordinator is responsible to the Business Manager, and ultimately to the Principal.

Qualifications

The Canteen Co-ordinator needs no formal qualifications, however; a background in food preparation and stock control is essential and a familiarity with school procedures would be desirable. The Canteen Co-ordinator must have excellent organisational, communication and management skills.

Possess a current Queensland Suitability Card ('Blue Card') from Blue Card Services (if successful applicant does not currently hold one of these cards, an application must be completed before starting their employment at the College).

Personal Attributes

The Canteen Co-ordinator will:

- be a practicing, worshipping Christian who fully supports the mission and aims of Faith Lutheran College Redlands.
- demonstrate an ability to maintain vision and strive for goals
- exercise leadership by acting with integrity, loyalty, honesty and accept authority
- act with tolerance and compassion
- demonstrate an ability to forgive and accept forgiveness
- demonstrate an acceptance of other people
- exhibit self discipline
- demonstrate a willingness to learn
- exhibit a positive outlook on life

Skills

The Canteen Co-ordinator will be expected to:

- provide quality customer service
- maintain positive interpersonal relationships
- independently work under pressure
- organise and coordinate his/her work efficiently
- honestly and persistently carry out a self-evaluation of all aspects of his/her role
- perform numeric calculations accurately
- operate equipment including cash register and computers
- be capable of supervising and organising others, especially volunteers
- keep work area hygienically clean and tidy
- be adaptable and flexible with work requirements

Duties and Responsibilities

The Canteen Co-ordinator will be expected to:

- provide all financial and stock details to the Business Manager when requested and have current figures available in good time at regular dates of audit and monthly accounting schedules.
- report regularly to the Business Manager on current operations and future needs.
- order and control a variety of required stock.
- maintain and manage stock inventories.
- perform a stocktake at the end of each term as required by the Business Office.
- maintain good and clear accounts and stock control registers.
- minimise cash outlay or loss from overstocking.
- maintain currency of stock by judicious ordering and forward planning.
- handle cash and other forms of finance in an honest and efficient manner.
- manage and carry out all the business transactions and banking as required.
- ensure that good security of the Canteen and its contents is always in place.
- support the College and its Board and staff in all conversations with students, parents and the general public.
- maintain confidentiality of all matters relating to the Canteen and the College in general.
- conduct the business of the Canteen in a business-like, ethical and efficient manner, consistent with College ethos and legal/commercial standards.
- maintain good relations with wholesalers and other suppliers.
- ensure that food and drinks sold in the Canteen comply with College policies.
- establish, in consultation with the Business Manager, and maintain a Canteen Manual for workers and volunteers in the Canteen.
- promote the canteen through the newsletter and other means.
- keep parents aware of the facility for students.
- organise and ensure sufficient helpers on a roster basis.
- be aware and supportive of College Workplace Health and Safety (WHS) requirements.
- carry out work practices in accordance with current Workplace Health and Safety standards.
- catering inside and outside school hours.
- catering for small and large functions.
- carry out other related duties as assigned by the Business Manager, his/her nominee, or the Principal.

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