

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Catering Manager

Position Purpose	In support of the Mission and Vision of NCC, manage the Senior and Junior School Student Tuck-shops by providing high quality, healthy food selections and maintaining high standards of food safety and cleanliness. Efficiently and sustainably manage operations while optimizing the operating surplus. In addition, manage Tuck-shop staff, fostering a positive and respectful team culture.
Qualifications	Food Safety Supervisor Certificate Working with Children (Blue Card) Certificate III in Commercial Cookery (or equivalent) and/or proven industry experience.
Accountability	Head of Business Operations and ultimately the Executive Principal.
Key Relationships	Executive Principal, Head of Business Operations, Head of Hospitality, Teaching staff, Administration staff, students and parents.
Personal Requirements	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> • Have a personal faith and commitment to Jesus Christ • Demonstrate an ability to translate faith into practice • To act always in a manner consistent with the College ethos • Demonstrate an ability to maintain vision and strive for goals • Exercise leadership by acting with integrity, loyalty, honesty. • Demonstrate a level of commitment to maintain personal professional knowledge and skills • Maintain confidentiality • A solid understanding of policies, procedures and regulations • Proven management and organisational skills – with thoroughness and attention to detail • Proven leadership and ability to work on own initiative without supervision • Proven cooking skills and knowledge of food • Proven interpersonal skills – able to develop good work relationships • Computer literate with word processing, databases, spreadsheet and internet research • A working knowledge of budgets and budgetary control • Energy and persistence to see tasks through to successful completion and willingness to work additional hours when necessary • A pleasant personality with a sense of humour and the ability to establish a rapport with students, parents, staff and management.

Professional Competencies The following professional competencies are essential to this position:

- **Food Safety and Hygiene:** Thorough working knowledge of food safety standards, hygiene practices and compliance and regulations.
- **Interpersonal Skills:** Work effectively with staff, students, parents and the wider school community to reflect the college values and beliefs in every interaction.
- **Management and Leadership:** Ability to effectively manage and lead a team within a dynamic and fast paced environment while maintaining a positive respectful culture
- **Decision Making:** Ability to make informed decisions regarding menu planning, inventory management and daily operations
- **Communication and Customer Service:** Effective communication skills and strong focus and commitment to customer service.
- **Financial:** Ability to maintain accurate records and manage budgets including cost control and financial planning.
- **Nutritional Knowledge:** An ability to design menus that meet nutritional guidelines and cater for diverse dietary needs, promoting healthy eating.
- Possess strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks
- Be efficient and accurate with data entry, record keeping and file management
- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to the organisation
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.



Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

Day to Day Operations

- Oversee Junior School Café and Middle/Senior School Café by managing all aspects of the daily running of the Tuck-shops including planning menus, food preparation, stock control, purchasing, delivery and receiving of goods
- Ensure that the working environment meets Australian Food Standards Code of Practice, WHS requirements
- Manage the food and beverage provision for selected College functions and events
- In partnership with the Head of Hospitality to provide training opportunities for Hospitality students
- Ensure positive professional relationships with students, staff and suppliers
- Provide training and supervision to all Café staff and volunteers
- Prepare staffing rosters in line with delegated authorities and communicate to payroll department in a timely manner
- Ensure the accurate and secure handling of stock and cash from operations
- Meet regularly with staff to provide coaching and mentoring.

Monthly Reporting on Operations

The Catering Manager will meet with the Head of Business Operations to discuss the operations of both Tuck-shops including but not limited to:

- Review financial results
- Discuss staff/workforce planning concerns
- Customer concerns
- Maintenance concerns
- Equipment expenditure requests
- Professional development opportunities
- Provide a monthly report on the progress of each café and status of KPI targets

Approved Authority

- Authority is given to approve all operational expenditure within the restraints of the operating budgets. Expenditure on outside operating budgets must be approved by the Head of Business Operations or the Executive Principal.
- The Head of Business Operations/ Finance Manager (within budget) and the Executive Principal (within budget or outside of budget) must approve all capital expenditure.

Key Performance Indicators

The following criteria are directly related to:

- Ensure the efficient and professional management of Café staff
- Ensure adherence to the WHS Act 2011 and the Food Act 2006
- Achieve budgeted operating surplus
- Ensure all cash and stock handling expectations are adhered to.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	NCC Child Protection Policy NCC Staff Code of Conduct NCC Enterprise Agreement NCC Staff Dress Code Policy NCC Workplace Health and Safety Policy
Hours of Work	As per Employment Contract