



## Role Description

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|--------------------|--|------------------------|------------------------|
| <b>Title:</b>      | <b>Tuckshop Manager: Qualified Cook/Chef</b> | <b>Location:</b>       | Toowoomba              |
| <b>Reports to:</b> | Principal                                    | <b>Classification:</b> | Services Staff Level 4 |
| <b>School:</b>     | St Mary's College                            |                        |                        |

### 1.0 Purpose

St Mary's College tuckshop performs a vital role in providing a quality, nutritious service to both students and staff, and follows the Queensland Government's Smart Choices, the *Healthy Food and Drink Supply Strategy for Queensland Schools*. The Tuckshop Manager is responsible for managing the St Mary's College tuckshop and ensuring that the standard and quality of the menu, food production and hygiene is always maintained at the highest level.

### 2.0 Experience and qualifications

#### Essential

- tertiary cook/chef qualifications at Certificate level or equivalent qualifications as a cook/chef relevant to the position; or relevant knowledge, qualifications and experience in the catering industry
- a current blue card for working with children issued by Blue Card Services, or a willingness and ability to obtain one
- well-developed interpersonal, oral, and written communication skills
- demonstrated ability to lead, plan, organise, and control the day to day operations and procedures of the tuckshop, including managing finances
- ability to lead and motivate a team, and relate well to students and volunteers
- knowledge of nutritional requirements of school aged students
- demonstrated experience working with the Microsoft suite of products
- empathy with the values and ethos of the Catholic faith

#### Desirable

- Completion of the QAST Food Safety Supervisor Course

### 3.0 Key result areas

- 3.1 be responsible for ordering of food to meet daily, weekly, and functional requirements
- 3.2 coordinate food preparation
- 3.3 coordinate and provide food services
- 3.4 provide leadership and management of the catering facilities
- 3.5 manage the budget within the allocated monetary constraints
- 3.6 comply with all work health and safety procedures including safe work procedures, instructions and rules, and promote a positive safety culture in the tuckshop
- 3.7 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

## 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 4.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties Statement

### Tuckshop Manager: Qualified Cook/Chef (Level 4) St Mary's College, Toowoomba

#### 3.1 Be responsible for ordering and payment of invoices of the food to meet daily, weekly, and functional requirements

- be responsible for the ordering and purchasing of products using the purchase order system
- ensure these supplies are checked for quantity and quality, and receipted against invoices
- source the best quality food within the given budget; using local, organic and halal produce wherever possible
- monitor prices and liaise with suppliers
- ensure that catering and staffing levels facilitate the demand for the department's products and services
- monitor, organise, and maintain appropriated stock control levels in all areas including: records of monthly stocktaking, ensuring minimum stock wastage and maximum stock turnover, and ensuring a complete stocktake is performed, as in accordance with the tuckshop policy

#### 3.2 Coordinate food preparation

- manage the college tuckshop menu to ensure that food is healthy, varied and of a high standard
- ensure that all service staff have a full knowledge of dishes regarding ingredients, dietary guidelines, special dietary requirements (including allergies/intolerances, vegetarian and religious), cooking methods, correct portion sizes, and selling prices
- ensure that correct food and hygiene practices are observed to prevent food spoilage and contamination
- ensure that cleaning schedules are adhered to as outlined in the tuckshop policy
- be responsible for ensuring that the incidental cleaning of the canteen is carried out daily; including dusting shelves and stock, wiping down benches, cleaning all equipment and fixtures, and sweeping and mopping floors

#### 3.3 Coordinate and provide food services

- develop menus that meet and exceed Smart Choices, the *Healthy Food and Drink Supply Strategy for Queensland Schools* standards
- provide a daily meal service; supplying breakfasts, lunch, and breaks
- provide quality catering when required outside of the normal school day at meetings, functions, and forums; eg P&F Open Forums, staff meetings, presentations, valedictory dinners, open days, retreats, cocktail food etc
- ensure the products and services supplied by the tuckshop are marketed and promoted as a service to the school and the students, via the menu, on a seasonal basis, after approval from the Principal within guidelines of the tuckshop policy
- ensure the effective promotion of the service, including new initiatives through marketing techniques, in accordance with the college policies
- be responsible for implementing and upholding the policies of the tuckshop
- be responsible for planning, organising, and monitoring the day to day operations of the tuckshop; including rostering voluntary workers, daily record keeping (as deemed necessary by the tuckshop policy), opening and closing of the tuckshop
- retain the tuckshop keys in a safe place

- unlock the tuckshop and ensure all is in order; reporting anomalies immediately to the Principal
- before locking up, switch off and unplug all appliances (except for refrigerators and freezers) and lock windows
- restrict entry to the tuckshop to those who should be there, as per the tuckshop policy
- activate and disarm the security system as required

#### **3.4 Provide leadership and management of the catering facilities**

- direct supervision of tuckshop services staff and volunteers
- train kitchen staff assistants by means of instructions, personal demonstration, and ongoing mentoring
- ensure a pleasant working environment for assistants and volunteers
- promote respect, courtesy, and consideration among all in the tuckshop
- recruit additional staff in liaison with the Business Manager and Principal

#### **3.5 Manage the budget within the allocated monetary constraints**

- prepare a cash float for each day's trading (avoiding touching food when handling cash)
- be responsible for counting and recording the daily takings
- prepare banking documentation as per college procedures
- close and balance EFTPOS and tills daily
- prepare annual budgets in line with the College budget
- attend and present a monthly report to the P&F committee
- continually strive for the improvement of the quality of food, quality of service, gross profit margins, efficiencies, and the financial results of the department
- develop medium term and annual maintenance programs for all catering equipment under the control of the Tuckshop Manager and liaise with the Business Manager

#### **3.6 Comply with all work health and safety procedures including safe work procedures, instructions and rules, and promote a positive safety culture in the tuckshop**

- be responsible for the health, safety, and welfare of others in the tuckshop
- always maintain the tuckshop in an orderly and safe condition
- be responsible for workplace health and safety in the tuckshop; immediately record and report any potential or actual hazards; record and report any injuries or dangerous incidents
- be aware of and take whatever action is necessary to ensure hygiene, health, and safety always
- ensure procedures and controls are in place for regular stock control checks
- supervise and assist with cleaning duties as required including general washing up and clearing away
- monitor and promote kitchen hygiene and food safety practices always
- ensure the performance of all aspects of work is in accordance with College policy, procedure, and guidelines

#### **3.7 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the College Strategic Plan or other Toowoomba Catholic Schools strategies.