



**MUNDARING PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION**

**CANTEEN MANAGER
Job Description**

The responsibilities of the Canteen Manager at Mundaring Primary School include:

1. Day to Day Management

- opening and closing the canteen
- preparation and sale of food according to appropriate food handling practices
- cleaning of equipment and benches

2. Staff Management

- organisation of volunteer staff
- coordination of staff training/induction for new volunteers
- ensuring a safe working environment for staff
- organise and manage regular P&C canteen sub-committee meetings

3. Stock Management

- liaising with suppliers
- ordering, delivery and safe storage of stock
- disposal of spoilt or contaminated stock.
- Undertake a stock take at the end of Terms 2 and 4 and forward stock take details to the P&C treasurer.

4. Financial Management

- counting, recording and banking of daily takings
- recording details of parent credit and ensuring payment on a term by term basis
- maintaining receipts of petty cash

5. Software Management

- manage, liaise and maintain canteen online ordering system with supplier

6. School Special Events Management

- manage, order and organisation of annual special school events that require canteen assistance or input

7. P&C Meetings

- attend regular meetings and provide a written report/overview of the activities of the canteen containing recommendations where relevant to menu changes and/or opening times.