

St Thomas More School Sunshine Beach School Food Services Coordinator – Role Description

Position: School Food Services Coordinator
Classification: Services Staff Level 4
Responsible to: Principal
Reports: Assistant Principal – Religious Education

Position Overview

The School Food Services Coordinator operates across St Thomas More’s food service departments and programs to deliver resource efficiencies and high standards of hygienic food production and food services to School and school community needs. The School Food Services Coordinator is a “hands on” operational role. The role will undertake tasks related to the co-ordination of the operations and the budget for all catering of the School Tuckshop area, Café Space, Outside School Hours Care and Family Meals program, and work with management in the planning and delivery of catered functions at St Thomas More.

This position is for 31 hours per week and would include both supervision and co-ordination hours and contact hours working within the School Tuckshop.

The role involves working with paid and volunteer staff, co-ordinating rosters and calendars of events.

The School Food Services Coordinator will be required to meet fortnightly with the Assistant Principal – Religious Education (APRE) to plan for events throughout the school year and work to a calendar of school events.

Required skills:

- Knowledge of financial and cash flow management practices within a school food services context, including an ability to work within a budget and to complete appropriate documentation as required.
- Desirable qualifications may include an AQF qualification in food retail or a related area, and possession of a Food Safety Supervisor Certificate.
- Demonstrated work experience in a similar role or a role requiring similar skills, with a service improvement focus.
- Demonstrated knowledge of and experience with food preparation.
- Demonstrated ability to co-ordinate menus, manage food ordering processes and stock.
- Experience in management of large events – ordering, catering, co-ordination of resources.
- Knowledge of Food Services Act 2006 and related food safety regulations and hygiene standards.
- An ability to build and supervise teams and work collaboratively with others.
- Commitment to honouring our school ethos and an ability to work to support the vision of the school.

Key responsibilities:

- Coordination and supervision of the School's food services departments and programs to school need.
- Co-ordination and supervision of all school-based catering activities throughout the year.
- Facilitation of major functions– including Mother's Day Morning Tea, Grandparents' Day morning tea, Father's Day Breakfast, working with the APRE on event planning and organisation.
- Function proposals and costings - Prepare quotes for external functions to be developed in conjunction with the APRE.
- Review of service and financial operations across food services departments and programs with the APRE and Principal to: review pricing and margins; streamline processes; and facilitate ongoing service improvements, planning and resource efficiencies.
- Menu planning and collaboration with the team to create different menu and meal options across food service areas.
- Oversee and maintain safety and hygiene standards, and safe work practices in the tuckshop and café.
- Stock ordering for Tuckshop, café, Out of School Hours Care, catering and school events.
- Daily food preparation, including baking and meal preparation.
- Preparation of menus and communication to the wider community through the newsletter.
- Feedback and ongoing review of stock menu items, with priority to Healthy Food choices.
- Co-ordination of family meals program – Marist Mums.
- Financial management - Cash handling and working with School Finance Secretary on financial reporting requirements and processing across the food services departments and programs, and daily management of accounts.
- Development of the volunteer network and a daily preparation list for volunteers in café and tuckshop.
- Co-ordination and daily updates of QKR online ordering system.
- Routine audit and implementation of sustainable packaging options for the future.
- Development of efficient and sustainable work practices across all areas of food preparation in the school.

Workplace Health & Safety Responsibilities:

Each staff member is responsible for ensuring their health and safety by:

- Complying with health and safety instructions
- Acting to avoid, eliminate or minimise hazards
- Not wilfully placing at risk the health and safety of own self and others
- Seeking information and advice when necessary
- Being familiar with hazard and accident reporting and emergency evacuation procedures

Child Safety and Protection Responsibilities:

Each staff member is responsible for:

- A commitment to a child safe culture
- Acting to prevent harm and act in the best interests of children in our College
- Reporting all cases of harm to the Principal or Child Protection Contacts

- Maintain the currency of their Working with Children Blue Card

AUTHORITY LIMIT:

Authority to commit funds connected with the position will be consistent with Brisbane Catholic Education policy and is under the control of the Principal in conjunction with school Leadership team.

REPORTING AND OTHER RELATIONSHIPS:

The role holder is responsible to, and reports on, all aspects of the role to the Principal.
Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.