



LINDISFARNE
Anglican Grammar School

Position Description

Position:	Food Services Manager
Immediate Supervisor:	Director of Human Resources
Trade Skills Coordinators:	Hospitality Teacher, Director of VET
Subordinates:	Canteen Managers
Liaises With:	Director of Community Engagement, Executive Assistants to the Heads of Sub Schools, Food Technology/Hospitality
Award/Agreement:	<i>Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017</i>
Classification:	Level 5 General Hand

Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

Our Values

Within our Anglican tradition, we value:

- **Compassion:** Building genuine relationships through generosity of spirit and care for others.
- **Wisdom:** Gaining the knowledge, understanding, skills and character that comes from learning.
- **Respect:** Appreciating all within our environment and leaving an honourable legacy for those who follow.

Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- **Leadership:** Creating the competencies that equip us with hope, clarity and direction.
- **Standards:** Establishing high expectations that empower student involvement, development, achievement, service and voice.
- **Collaboration:** Working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

Role Purpose

Lindisfarne Anglican Grammar School aims to ensure all our school events are remembered for their creativity, passion and professionalism. The Food Services Manager's role is essential to realizing this vision in planning catering for these events as well as providing nutritious, healthy and varied food choices for students and all members of the school community in our canteens. Consequently, our Food Services Manager is expected to be friendly, compassionate and professional in all of their dealings with both the students, and their parents and teaching staff.

The primary role of the Food Services Manager is to ensure that quality nutritious food is served at all times from the School's kitchens. The Food Services Manager plays a significant role in maintaining kitchen standards to food compliance legislations as mapped out by the *Food Act 2003(NSW)*, the *Food Regulation 2015* and the Food Standards Australia and New Zealand (FSANZ) Code.

The Food Services Manager is responsible for the effective and efficient operation of the School's Catering and Hospitality Services. This includes the following:

- a) Managing the School's catering and events,
- b) Overseeing the Canteen catering in conjunction with the Canteen Conveners at both the Mahers Lane and Sunshine Avenue Campuses, and
- c) Providing practical support for the School's hospitality and Food Technology programs.

The Catering Manager will be expected to be flexible in working hours and ability to work additional hours as required for functions within the School. It is expected that there will be continual growth with the current demands at Lindisfarne Anglican Grammar School.

Key Responsibilities

Management of Catering for Events and Functions

- Possess excellent culinary skills, have a sound knowledge of current food trends and be proactive in developing varied, nutritional and health-conscious food choices within budget constraints
- Manage key functions and events as outlined by the School. This could include the following
 - Morning/afternoon teas for parents
 - Cocktail events
 - Valedictory events
 - Parent dinners
 - Orientation events
 - Staff lunches at beginning of term and pupil free days
 - Council Dinners
 - Special events
 - Alumni functions
 - Any other service or associated functions as required
- Ensure that events cater for special dietary needs of students, parents and staff such as gluten free, lactose intolerant, vegan, wheat free and other food based allergies
- Cater for in-house and off-site camps as required
- Ensure adequate staffing for events

Management of the Mahers Lane and Sunshine Avenue Canteens

- Provide leadership and managerial support to the Canteen Conveners at each campus
- Implement a change strategy to improve access to healthy foods and drinks, which align with the Healthy School Canteen Strategy.
- Support the Canteen Convener and staff (including volunteers) to implement the Healthy School Canteen Strategy.
- Collaborate with the canteen to plan, support and monitor implementation.
- Harness the support of the community to market and promote the strategy.
- Involve students and increase their voice to solve any implementation barriers.
- Support strategies to engage volunteers.
- Develop an implementation and reporting timeline, as required.
- Ensure any new staff/volunteers receive adequate induction and training
- Ensure acceptable minimum standards are maintained by catering staff in the areas of
 - Uniform and personal presentation
 - Personal and kitchen hygiene
 - Workplace safety
- Deal with staff issues/conflicts as they occur
- Arrange professional development in consultation with the Director of Human Resources and training for staff as needed

Supporting Hospitality Program

- Support hospitality and food technology teachers in practical demonstrations if/when required/requested
- Support provision of service periods as part of delivery of events and functions as required
- Provide appropriate set-up and organisation for practical lessons as communicated by the Food Technology/Hospitality staff

Manage equipment/premises

- Ensure all equipment within the facility is maintained to the highest possible standards of safety and cleanliness
- Ensure repairs/maintenance is carried out as soon as possible
- Ensure premises is safe for the storage and preparation of food
- Research new equipment and prepare recommendations for upgrading/purchasing
- Ensure staff are trained in the use of all equipment
- Ensure all equipment is used in a manner which complies with its intended use and control

Ensure the Catering Department operates within budget at all times

- Prepare annual budgets for the Business Manager to ensure adequate provision of money to fulfil Lindisfarne Anglican Grammar School's catering requirements
- Responsible for adherence to budget operational costs, justify and communicate any budget variances with the Business Manager
- Review revenue and expenditure for the Canteen in conjunction with the Canteen Conveners and the Business Manager
- Responsible for the monthly audits and paperwork within set time frames
- Verify and approve invoices for accounts payable in a timely manner

Develop and maintain good relationships with suppliers

- Meet with and negotiate with suppliers to ensure best possible products at the best possible prices
- Check invoices to ensure pricing is satisfactory and correct
- Negotiate issues of pricing directly with suppliers
- Follow up with suppliers when products do not meet the School's requirements

Oversee all food preparation

- Ensure all food production meets the quality and safety standards required
- Ensure all equipment in the facility is operating as expected
- Routinely monitor food quality to ensure standards are maintained
- Regularly review food preparation practices to ensure efficiency and make changes as required

Compliance

- Ensure compliance with all food handling and storage of food requirements
- Ensure compliance with OH&S legislation
- Maintain and update knowledge of legislation which impacts on the preparation and delivery of food services
- Maintain the physical premises to meet the Tweed Shire Council health inspections

General

- Be available before the beginning of each term and at the end of each term to ensure that the set-up and close down of the kitchens as required by the School
- Keep up to date with food trends and research new ideas
- The demands of this role include the ability to be on your feet for the rostered hours daily and involves a high level of manual handling and physical dexterity. A capacity to deal with the requirements and demands of meeting service deadlines is required.

Knowledge, Skills, Experience and Attributes

Qualifications required

- Successfully completed an apprenticeship or Qualified Chef or Certificate III in Commercial Cookery

- Working with Children Check
- Police Clearance
- First Aid Certificate

Knowledge, Skills, Experience and Abilities Required

- Experience and knowledge of food, commercial kitchens and the food industry
- Experience in a similar position, particularly in a school environment
- Strive to exceed expectations of students, staff and community
- Sound knowledge of policies relating to OH&S and Food Safe regulations
- Thorough understanding of contemporary food handling practices
- Ability to develop and manage to a budget
- Computer literate
- Honesty and integrity
- Demonstrate ability to maintain confidentiality
- Demonstrate ability to coordinate high volumes of work under pressure of deadlines
- Proven ability to operate with a high degree of autonomy and initiative
- Ability to communicate effectively with students, staff, community and suppliers
- Strong leadership and managerial skills
- Reliable and punctual
- Maintain positive and motivated work ethic
- An ability to facilitate change
- Ability and willingness to uphold and role model the Schools' values of Respect, Wisdom and Compassion
- Ability to work cooperatively and collaboratively as a team member
- Knowledge of the Lindisfarne Anglican Grammar School community

KEY CONSIDERATIONS

A member of the Lindisfarne Anglican Grammar Team is:

Emotionally intelligent, and is:

- A strategic and visionary thinker
- A successful communicator
- A goal orientated achiever
- A sensible risk taker
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

WORKPLACE HEALTH AND SAFETY

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware
- Comply with all workplace health and safety instructions
- Make proper use of relevant safety devices and personal protective equipment
- Seek information and advice where necessary before carrying out new or unfamiliar work
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied

- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

PERFORMANCE INDICATOR

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of the Food Services Manager may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

Food Services Manager

Signature: [acceptance_status]

Date: [acceptance_date]

Name: [candidate_name]