



**Vision:** Aquinas College's vision is to educate boys to become the men the world needs.

**Strategic Purpose:** Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.

**Our Values:** Faith in action | Justice with compassion | Service with generosity  
Respect for all | Excellence every day

**EREA Touchstones:** Liberating education | Gospel spirituality | Inclusive community | Justice and solidarity

## POSITION DESCRIPTION

Instructions	
<ol style="list-style-type: none"> <li>1. Read the Position Description carefully.</li> <li>2. If you need anything clarified, ask the Head of Business &amp; Finance or Manager Payroll Services.</li> <li>3. Keep a copy available for you to refer to at work.</li> </ol> <p>Please note: As the needs of the College evolve your Position Description may need to be revised. This would occur in collaboration between you and the Head of Business &amp; Finance.</p>	

<b>POSITION TITLE:</b>	<b>CANTEEN MANAGER</b>	
<b>REPORTS TO:</b>	<b>HEAD OF BUSINESS &amp; FINANCE</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>OPERATIONS</b>	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> Head of Business & Finance Canteen Team Students Accounts Team Risk Officer College Support Services (see Staff Handbook) College Leadership Team (CLT)	<b>EXTERNAL</b> Government Agencies Auditors External Providers
<b>POSITION PURPOSE:</b>	The core purpose is responsible for managing the effective and efficient running of the Canteen whilst maintaining a hygienic environment. The position is full time and is approximately 42 weeks per year.	
<b>EXPECTED BEHAVIOURS AND ATTITUDES:</b>	<ol style="list-style-type: none"> <li>1. Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;</li> <li>2. Actively support a child safety culture, with a zero tolerance for child abuse;</li> <li>3. Adhere to the Aquinas College values at all times;</li> <li>4. Adhere to the College's Policies, Procedures and Codes;</li> <li>5. Adhere to health and safety procedures and actively contribute to maintain a safe, healthy and tidy environment; and</li> <li>6. Display:               <ul style="list-style-type: none"> <li>o a commitment to the Catholic ethos;</li> <li>o energy, enthusiasm and drive;</li> <li>o diplomacy and tact;</li> <li>o a commitment to confidentiality;</li> <li>o honesty and integrity;</li> <li>o an outstanding work ethic;</li> <li>o loyalty to the role, people and the College;</li> <li>o a positive and proactive attitude; and</li> <li>o respect for self and others.</li> </ul> </li> </ol>	

<b>KEY POSITION RESPONSIBILITIES:</b>	<b>TASK FOCUS AREAS TO BE DEMONSTRATED:</b>
<b>UPHOLD THE CATHOLIC ETHOS AND THE EDMUND RICE TRADITION</b>	Active support of the Catholic ethos and values of the College; Active promotion of the College's evangelising mission through its life and curriculum; Embracing involvement in the life of the College; and Fostering the EREA touchstones (Charter).
<b>ACTIVELY SUPPORT COLLEGE OPERATIONS</b>	Comply with all relevant legislative, regulatory obligations, College policies and procedures; Complete administrative and operational activities in alignment with College requirements; and A willingness to undertake tasks as requested by the Principal or their delegate.
<b>PROVIDE EFFECTIVE MANAGEMENT OF THE COLLEGE CANTEEN</b>	Management of staff Oversee the preparation and serving of food Comply with legal obligations relating to food safety Ensure that students and staff are offered a range of predominantly healthy foods Ensure ordering and purchasing of supplies and stock control is done in a timely manner Maintain cash registers and complete cash handling balance then take to Accounts Undertake cleaning duties in support of a safe and healthy work environment Assist with preparation of budgets, setting of prices for summer and winter menu Have excellent communication skills

## ACKNOWLEDGEMENT

I \_\_\_\_\_ have read and understand the expectations detailed in this position description and accept the responsibilities of this role. I will use all my knowledge, experience, skills and abilities to meet requirements, as set out in this Position Description.

EMPLOYEE NAME:

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EMPLOYEE SIGNATURE:

\_\_\_\_\_

DATE:

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PRINCIPAL

(OR DELEGATE)

NAME:

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