

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## Position

Canteen Coordinator

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## College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

## Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

## Position Overview

The Canteen Coordinator is responsible for the professional and efficient management of the College canteen. The role works collaboratively with paid staff, student helpers and volunteers, fostering a warm and collaborative team culture. Crucial to this role is ensuring students and staff have consistent access to a high-quality, wholesome menu of food and drinks that meet contemporary dietary and nutritional needs. The role is responsible for upholding rigorous Work Health and Safety (WH&S) and food safety standards, inventory management and smooth daily administration.

## Key Responsibilities

The following responsibilities are indicative but not exhaustive of the scope and nature of the role.

### **Directing the management and delivery of a high-quality, nutritious food service and menu by:**

- Providing students and staff with on-campus access to wholesome, nutritious and appealing food and drinks.
- Ensuring that all food and drinks provided meet required standards for quality, hygiene, value and healthy nutritional content.
- Proactively identifying operational opportunities to enhance the canteen service, making recommendations to the Community Engagement and Services Manager regarding stock lines, menu innovation and price points.
- Coordinating collaboratively with the Food Technology Assistant (TAS) to streamline the ordering of supplies for Food Technology and Hospitality classes.
- Advertising and actively promoting the canteen service and special menu items via the College newsletter and Flexischools app.

### **Effectively leading and supervising a small team of staff and volunteers by:**

- Providing positive and energetic daily supervision to the canteen team, establishing a warm, supportive and harmonious working environment.
- Supervising, coaching and guiding canteen staff, student helpers and volunteers, ensuring an effective and fair distribution of the daily workload.
- Developing, maintaining and managing an efficient volunteer roster, building strong, appreciative and lasting relationships with community helpers.



- Utilising defined escalation protocols to report and resolve complex operational or personnel issues with the Community Engagement and Services Manager.

**Overseeing efficient daily operations and maintaining a safe and compliant canteen environment by:**

- Ensuring the canteen is seamlessly resourced with sufficient supplies, stock lines and equipment to satisfy the daily demand of the College community.
- Exercising sound judgment within standard procedures by overseeing inventory management, including purchasing, storage and strict stock rotation practices.
- Overseeing the security of the canteen, its assets and daily financial operations, including strict adherence to cash handling and security protocols.
- Championing safe work practices, ensuring the canteen environment is clean, organised and compliant, and that all team members are fully trained in food safety and work health and safety standards.
- Reviewing and verifying supplier invoices are correct, reconciled and prepared efficiently for prompt payment and completing other minor financial tasks as required.

**Knowledge, Skills and Qualifications**

- Preferred food service, café or canteen experience, ideally within an educational or college setting.
- Effective interpersonal and communication skills, with a capacity to supervise a diverse team.
- Practical knowledge of commercial nutrition, healthy food handling practices and food safety regulations.
- Digital literacy with the capability to confidently navigate specialised platforms to operate the Canteen (e.g. Flexischools).

**Personal Qualities and Attributes**

- Reliable, self-motivated and able to act as a positive role model for students and team members.
- Energetic, proactive and capable of demonstrating initiative within the boundaries of school policies.
- Strong problem-solving skills with the ability to think and act calmly when under operational pressure.
- A collaborative team player with a deep loyalty and commitment to the welfare of the College, its students and staff.

**Other Requirements**

- Current Working with Children Check or willingness to obtain.
- Commitment to Child Safety Standards and Safeguarding Policies.
- Alignment with the College's values and educational philosophy.
- Food Safety Supervisor Certificate or willingness to obtain.

**Remuneration**

The appointee to this position will be classified as a Level 3 School Operational Services employee under the Independent Schools NSW (Professional and Operational Staff) Multi-Enterprise Agreement 2025, with final remuneration based on qualifications and experience.