

ROLE DESCRIPTION

1.0 POSITION TITLE: Sports Canteen and Events Convenor

1.1. Hours – Part-time Term-time (approximately 12 hours per week)

1.1.1. Additional hours may be required.

1.1.2. Must be able to work Saturdays.

1.1.3. Flexibility with the hours worked is a requirement of the role.

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The Sports Canteen and Events Convenor is responsible for the efficient and professional operation of the Villanova Park and Goold Hall canteens as well as the preparation for various catering events.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of Sports Canteen and Events Convenor is responsible for the efficient and professional operation of both Villanova Park and Goold Hall Canteens. In consultation with the Director of Sport, the Sports Canteen and Events Convenor is required to establish a timeline of events conducted at both venues and plan accordingly. The position involves collaborative working relationships with the President of the Sports Club, Director of Sport, Business Manager, Tuckshop Convenor and other staff, parents and volunteers of the College.

This Duty Statement will be reviewed annually, as part of a professional development appraisal, in collaboration and partnership with Business Manager. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the Sports Canteen as well as various events throughout the year.

4.0 EXAMPLES OF ACTIVITIES / DUTIES

The position requires the role holder to undertake and complete the following duties, but is not limited to them, and other duties may be allocated from time to time as required:

MANAGEMENT OF CANTEEN STAFF AND VOLUNTEERS

- Management of canteen staff and volunteers,
- Ensure staff and volunteers (where relevant) undertake suitable induction and are aware of all canteen policies and procedures.
- Develop ongoing positive relationships with staff and volunteers.

CANTEEN OPERATION

- Opening and closing canteen for allocated work times.
- Preparation of menu in consultation with relevant stakeholders.
- Guide volunteers in preparing and selling menu items.
- Serving students, staff and parents.

COMMUNICATION

- Establish effective communication with Director of Sport, Business Manager, staff, volunteers, and suppliers.
- Ensure timely and effective promotion of the canteen, i.e. menu changes, requests for volunteers.
- Liaise with the Canteen staff and volunteers to ensure operational matters are attended to.

MANAGEMENT OF MANUALS, POLICIES AND PROCEDURES

- In collaboration with the College Compliance Officer, maintain and update (as necessary) manuals, policies and procedures for the canteen, including:
 - Canteen Policy and Operating Procedures
 - Money handling policies and recording of sales and expenses
 - Health and hygiene practices and procedures including a canteen cleaning roster
 - Any additional relevant policies or procedures

FINANCIAL MANAGEMENT AND RECORD KEEPING

- Ensure the effective financial management of the canteen.
- Identify costs and profit margins for each product.
- Advise the Sports Club President and Treasurer of any concerns or changes in profit margins.
- Collection of floats, Eftpos machines and safe key from the Finance Department.
- In conjunction with the Business Manager, ensure all banking is finalised and placed in the School safe at the end of each day.
- Provide as necessary all financial records as requested by the Sports Club President or Treasurer.
- Record keeping of all orders including the placement of purchase orders.



STOCK MANAGEMENT

- Ordering of stock to meet the demands.
- Ensure delivery dockets are agreed to deliveries and raised purchase orders.
- Delivery dockets to be retained for audit purposes, as required.
- Manage supplier relationships.
- Regularly review supplier's options to evaluate value for money, alternative options and specials.
- Co-ordinate weekly shopping with volunteers (as required).
- Manage stock expiry dates to ensure minimal wastage or spoilage of food including transferring of stock back to the College.
- Undertake stocktakes at the end of each term.
- Liaise with Finance Department to ensure any transfers of stock are journaled to the correct cost centres.

CANTEEN SECURITY

- Ensuring securing of cash and keys.
- Locking up at the end of the working day and switching off all appliances. Ensuring that only authorised personnel enter the canteen.
- Report any concerns or damage to the Business Manager.

SPECIAL SPORT EVENTS

- In conjunction with the Director of Sport, establish an annual and quarterly plan of sport events.
- Provide proposed event details to the Director of Sport and Business Manager.
- Plan event dates, times, target audiences, products, expenses, estimated profits, communication requirements, equipment, helpers, stock etc.

OTHER (NON-SPORT) EVENTS

- Assist in organisation and preparation of catering at various other events during the year, for example:
 - Welcome BBQ Grade 5
 - Year 6 Mother Son Dinner
 - Grandparents Day (Year 5)
 - New Parents Information nights
 - Father's Day Brekkie
 - Junior School Dance
 - Orientation Day (new students)
 - Year 12 Graduation Supper
 - Various morning teas during the year
- Work in collaboration with staff and P&F Association or class reps volunteers.

5.0 ESSENTIAL SKILLS

- Demonstrated experience as a canteen supervisor or a similar position.



- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including financial aspects of the canteen.
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community.
- High level of written and verbal communication skills.
- Completed, or willingness to complete, Safe Food Handling course (or its equivalent).
- Competent computer and problem-solving skills.
- Possess a valid Blue Card.

6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Sports Canteen and Events Convenor must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The Sports Canteen and Events Convenor reports to the Business Manager and ultimately the Principal of the College.