



Food Services Supervisor

Position Summary and Key Working Relationships

Functional Title: Food Services Supervisor (Head Chef)	Department: Food Services
Date: June 2022	Location: Multi Campus/Little Beacons

Relationships and Networks

Lead by:	<ul style="list-style-type: none"> • Food Services Manager
Collaborates with:	<ul style="list-style-type: none"> • Gardens and Grounds Manager • Property Team Leader • Parent and student volunteers • Campus Principals • Procurement and Facilities Manager • Food technology staff
Leads:	<ul style="list-style-type: none"> • Food Services Assistants (part-time/casual) • Volunteers • Agency staff
Key Working Groups	<ul style="list-style-type: none"> • Teams and committees relative to the position
External Groups	<ul style="list-style-type: none"> • Parents/Guardians • Suppliers of goods and services • Local council authorities • Industry related services
Position conditions	<p>Conditions of employment are as per the Beaconhills College General Staff agreement 2014-2016 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.</p> <p>This is a full-time, ongoing position to commence immediately or by negotiation. Hours equate to 38 hours per week, to be agreed with the Food Services Manager. Additional hours will be required for events/functions outside the ordinary hours of employment and may include evenings and/or weekends as necessary and will be paid at the appropriate overtime rate.</p> <p>No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.</p>



Primary purpose of the position

This position provides support and assistance as required within the College Food Services team, as directed by the Food Services Manager and contributes to the operation of the College food and catering requirements and special events, according to the Beaconhills College Food Services policies and procedures. The incumbent will engage and develop strong relationships in the College community, including students, staff, volunteers, parents and the wider community including suppliers. This position will lead the deliverable and hands on elements of the College's vision of environment, health and wellbeing through seasonal, sustainable and nutritional food services provided to students, staff and the wider community.

Food Services Supervisor - Primary Responsibilities

The Food Services Supervisor is responsible for the supervision of the day-to-day operations of the College food services.

Key Responsibilities for the position are:

- Supervise the operations of the canteen including daily opening and closing procedures
- Source product as specified to meet menu and function catering requirements, as defined by the College preferred suppliers
- Lead a team of staff to deliver the required food services on a day-to-day basis
- Interact in a courteous and friendly manner with staff and students
- Ensure food services are promoted enthusiastically to engage and create excitement
- Participate in, and ensure that all staff take ownership of the cleaning of food preparation, cooking equipment and utensils and food consumption areas
- Ensure that the cleaning incidental to Food Services areas is carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures) in accordance with the cleaning procedures set out in the Food Safety Plan
- Manage resources efficiently - this includes stock control, following maintenance schedules, use of equipment
- Ensure that portions and recipes are prepared according to Food Services policies and procedures
- Monitor staff rosters to ensure appropriate staff levels to meet the workload
- Monitor resources and meet regularly with the Food Services Manager to report
- Check all deliveries against invoices
- Maintain knowledge and skills relevant to the position, including food safety and hygiene practices.
- Demonstrate awareness by complying with statutory regulations including Food Safety Standards, Workplace Health & Safety - complete and report on internal audits
- Develop, implement and manage legislative and business based requirements in relation to Food Safety processes appropriate to Level 1 certification
- Oversee the training of direct reports and volunteers according to Food services policies and procedures
- Ensure a collaborative and harmonious working environment for all staff
- Complete daily report for Food Services Manager
- Identify opportunities for linking the Food Services to other activities of the College (e.g. fruit breaks, kitchen gardens, cultural awareness, themes etc)
- Acknowledge confidentiality within the context of family information and management protocols

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management, via the online MyNet reporting tool

- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Inherent Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- stand constantly
- walk
- use hands to finger, handle, grip or feel
- reach with hands and arms
- look up and down
- bend
- kneel
- crouch
- talk
- hear
- The employee is occasionally required to sit
- The employee will be working in a kitchen environment, where heat and food odours are present.
- The employee is frequently required to lift and/or move heavy items
- Ability to undertake repetitive arm movements and manual dexterity
- Ability to read computer screens and printed documents
- Ability to communicate clearly for telephone and face to face communication
- Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception.

Competencies

- Knowledge of catering and food preparation techniques
- Awareness and knowledge of catering for children with allergies and diet restrictions
- Ability to follow WHS practices in a kitchen environment
- Ability to apply and monitor food safety requirements
- Sound computer skills - including familiarity with the MS Office suite of applications

Training/Qualifications

- Relevant trade qualifications (i.e. Commercial Cookery)
- Food Safety Supervisor - Health
 - HLTFS207C - Follow basic food safety practices
 - HLTFS310C - Apply and monitor food safety requirements
 - HLTFS309C - Oversee the day-to-day implementation of food safety in the workplace
- Food Handlers Hygiene Certificate
- Working with Children Check
- National Police Certificate
- Must hold of be willing to obtain:
 - HLTAID003 - Provide First Aid (with current CPR update)
 - 22099VIC - First Aid Management of Anaphylaxis
 - 22024VIC - Emergency Management of Asthma

Key Selection Criteria

Essential

- Relevant experience working in a food services environment (back and front of house)
- Experience in a supervisory role
- Purchasing and stock management experience
- Knowledge of health and hygiene practices
- Food safety management in a workplace

- Excellent interpersonal skills and an ability to communicate effectively with children and adults
- Demonstrated initiative and ability to work without supervision
- Demonstrated ability to operate with discretion and to maintain complete confidentiality
- Proficiency in Microsoft Office, particularly Word, Excel and Outlook

Desirable

- Demonstrated professional experience
- Experience working with children
- Knowledge of or interest in nutrition for general health and wellbeing.

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct. Beaconhills performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

VACCINATION STATEMENT

It is a requirement of all staff members of Beaconhills College to be fully vaccinated* with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth. Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.

*Fully vaccinated means having received three doses of a COVID-19 vaccine.