

POSITION DESCRIPTION

Food Services Manager



JOB CLASSIFICATION

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| Position title: | Food Services Manager |
| Reports to: | Director of Business and Operations |
| Employment type and tenure: | Permanent, Full-time (1.0 FTE) |
| Department / School: | Business and Operations |
| Location: | Stringybark Road, Buderim, Queensland |
| Industrial instrument: | The Queensland Anglican Schools Enterprise Agreement 2021 |
| Position classification: | School Operational Services Grade 8 |
| Remuneration range: | Agreed rate salary commensurate with experience |
| Last updated: | May 2023 |

ORGANISATIONAL CONTENT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

Our Vision

To Educate for Excellence in Learning and Life.

Our Values

Compassion | We are aware of suffering and are motivated to treat others with kindness, care and understanding.

Courage | We act bravely to overcome our fears, accept challenges and learn from our mistakes.

Integrity | We act with honesty, moral strength and grace, guided by humility and compassion.

Respect | We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Food Services Manager is accountable for the leadership, management and operation of all aspects of the Food and Beverage function of the College. The Food and Beverage function has a dual purpose:

1. delivery of healthy food and beverage options in the Primary and Secondary Tuckshops in accordance with applicable National or local school canteen guidelines; and
2. catering for internal and external College events.

Primary relationships

- Report directly to the Director of Business and Operations
- Direct manager of College Chef, Events Chefs, Café Coordinator, Primary Tuckshop Convenor, Food and Beverage Staff and Volunteers
- Work closely with Executive Assistants and Foundation, Old Flinderians and P & F liaisons
- Liaise with staff and students who visit the various food outlets

Main responsibilities

Finance and Operations

- Responsible for coordinating the day-to-day operation of the Food and Beverage function of the College.
- Efficiently manage the creation, preparation, cooking and presentation of a variety of daily menu items reflective of the changing, healthy, and high-quality needs of clients and their dietary requirements.
- Manage and lead the preparation and presentation of all Formal (table service or cocktail) Dinners and for external functions.
- Manage the quality and hygiene of the whole food cycle from preparation through to service delivery.
- Implement processes and systems to ensure efficient inventory management.
- Seek opportunities to improve service, performance and safety of the Food and Beverage function of the College.
- Provide pragmatic financial management of the Food and Beverage function of the College.
- Ensure equipment, general repairs and maintenance are scheduled.
- Develop and maintain an operations manual for all systems and processes.

Staff management

- Supervise and deploy all food and beverage staff to ensure the efficient organisation of the food service and address any staffing problems/issues that may arise.
- Ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
- Manage adequate staffing for internal and external events.

Health and Safety

- Manage risk appropriately, complete risk assessments when required.
- Maintain records required by government agencies regarding food hygiene, equipment maintenance, training records, and other requirements.
- Ensure that all Food and Beverage areas are clean and free from hazards.

- Be an active member of the WH&S Committee.

Customer Service

- Aspire to provide the highest quality service to all members of the College community, both internal and external.
- Proactively engage with students, staff, and other customers to capture and implement in the interest of continuous improvement.
- Ensure the attractiveness of catering provision including food presentation and the eating environment.

Professional Development

- Keep abreast of knowledge of food industry developments as well as developments in nutritional thinking and education.

ABOUT YOU

Person specification

Essential qualifications

- Diploma or relevant qualification in professional cooking, food service/dietary management, culinary arts or a closely related area
- Positive Working with Children Check (QLD Blue Card)
- Food Safety Handling and Hygiene Certificate
- First Aid and CPR Certificate
- Current QLD Driver's License

Knowledge, experience and attributes

- Experience as an Executive Chef in a busy, client focused organisation
- Possess exemplary culinary skills, a passion for food, and for exceeding clients' expectations at the point of service
- Knowledge of the Smart Choices guidelines
- Significant experience managing banquet style catering
- Demonstrated experience in the implementation of safe food handling practises
- Demonstrated ability to effectively manage stock, budgets, staff and client needs simultaneously
- Experience of menu planning and costing
- Experience of resource planning
- Demonstrated time management and organisational skills
- Experienced skills operating Microsoft Office Suite and Apple devices
- Demonstrated ability to work accurately and effectively under pressure
- Demonstrated ability to motivate, encourage and direct the efforts of others towards the completion of plans and achievement of determined objectives
- Sound knowledge of, and the demonstrated ability to, apply the principles underlying organisational change
- Highly effective interpersonal and communications skills, including highly developed written skills and the ability to form effective working relationships

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare, and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety, and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures, and codes to ensure a safe and accident-free workplace is maintained.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillingimbaa.