Position: Canteen Supervisor
Supervisor: Director of Student Services

Position Purpose
The Canteen Supervisor has the task of overseeing the operation of the canteen in the Student Services Centre.

Key Responsibilities
- Ensuring the facilities are kept clean and in complete working order.
- Ordering all supplies from Coles or other wholesale/retail centres as approved by the Director of Student Services.
- Keeping a record of all purchases, and ensuring all purchasing transactions are reported/recorded with the Business Office.
- Managing all finances, both for sale of items and student wages.
- Organising all student rosters for duty.
- Ensuring appropriate arrangements are made for security of the canteen and overseeing/regulating all allocation of keys with the Key Officer in the Business Dept.
- Ensuring stock is kept up-to-date and appropriately stored.
- Ensuring all items for sale are completed prior to any long vacation breaks, and all equipment is thoroughly cleaned/switched off/left open/etc.

Relevant Experience
The position requires experience in accounting, good communication skills and a high level of integrity.

Person Specification
- Assertiveness
- Strong people skills
- Ability to work as part of a team and equally well working independently
- Good communication skills
- Needs to be a highly dedicated, organised and trustworthy person.
- Committed Christian

Key Outcomes
- Finances effectively managed and distributed.
- Records accurately kept.

Qualifications
Previous experience in accounting.
Preferably would have some experience in working in a team environment.