



Middleton Grange School

Canteen Manager

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Business Manager

Functional Relationships:

- Principal
- Senior Leadership Team
- Teaching Staff
- Support Staff
- Students

The purpose of this position is to lead and oversee the day-to-day operation of the school canteen, ensuring the delivery of nutritious food and a positive service for students and staff while maintaining high standards of compliance, teamwork and financial accountability.

Support Staff

22.5 hours per week

Term Time Only

No Teacher Only Days unless at the discretion of your Line Manager

Some flexibility may be required

Covered under the most recent School Caretakers, Cleaners and Canteen Staff Collective Agreement – Clause 3.1.3 Supervisors Remuneration

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Compliance and Operations

- Provide overall leadership of the school canteen, ensuring operations meet the requirements of the Food Act 2014 and all relevant school policies.
- Maintain a strong food-safety culture, including participation in required training and implementation of best practice.
- Manage supplier relationships, procurement, and stock availability to support smooth and reliable service delivery.
- Oversee the effective use and administration of the Kindo online ordering system.
- Liaise with Primary School staff to coordinate and align lunch services.
- Maintain quality control processes by updating weekly Quality Control Form.
- Ensure canteen equipment is appropriately maintained.
- Oversee periodic stocktaking in accordance with school requirements.

Food and Service Standards

- Ensure Post Lunch Checklist is completed daily.
- Ensure all food and drink is safely stored, handled, and prepared in line with food safety standards.
- Maintain inviting, well-presented food displays with accurate and up-to-date pricing.
- Monitor and review menu offerings to ensure they reflect healthy, balanced nutritional choices appropriate for students.

Staff Leadership and Management

- Lead, supervise, and support canteen staff to ensure effective daily operations.
- Oversee staffing administration, including timesheets, cleaning schedules, and annual performance appraisals.
- Implement appropriate security measures, ensuring correct personnel only are in the canteen, to prevent theft of stock.
- Foster a respectful, efficient, and collaborative team environment.

Student Helpers

- Oversee the selection, training, and ongoing support of student helpers.
- Supervise student involvement in canteen operations, including till use and cash handling.
- Organise and manage student helper rosters in line with operational needs and school expectations.

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Financial Management

- Ensure sound cash-handling practices, including daily reconciliation and end-of-day cashing up procedures.
- Maintain effective financial controls for invoicing, coding, and authorisation of purchases.
- Support responsible budgeting and resource use within the canteen.

Any other tasks as agreed with your Line Manager.

Skills and Experience

- Proven experience managing the daily operations of a school canteen or similar food service environment
- Strong knowledge of food safety, hygiene standards, and health & safety regulations
- Ability to manage staff, including training, supervision, and rostering
- Competence in stock control, ordering supplies, and liaising with suppliers
- Sound cash handling skills, including use of POS systems and reconciliation of takings
- Ability to manage budgets, control costs, and minimize waste
- Excellent customer service skills when interacting with students, staff, and parents
- Strong organisational and time-management skills
- Effective communication and teamwork abilities
- Ability to work efficiently under pressure in a fast-paced environment
- Problem-solving skills with a proactive and flexible approach

Employee Acceptance of the above Job Description:

Employee Name: _____

Employee Signature: _____

Date: _____

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