THE ROLES OF A SCHOOL CANTEEN MANAGER

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One of the most fundamental part of the school is the school canteen because it is an ideal place to promote enjoyment of healthy eating. For pupils who use the canteen regularly, the food they eat contribute much to their nutrition.

For parents who fail to prepare snacks for their children will not worry much that their children will get hungry because there is a school canteen that will provide a variety of nutritious foods which are available on the school premises.

School Canteen is a must to have in every school. So in order to satisfy the needs of consumers and to promote food service with high standards, an effective management and supervision should be encouraged. This is one reason why every school with a school canteen has assigned an H.E. teacher who will serve as the school canteen manager.

The canteen manager plays a vital role in order to attain its objective. School canteens can become trouble zones if they are not closely regulated and supervised so canteen managers must know its functions.

Some of the roles of a canteen manager that should be observed are as follows:

1. Administration
   a. Ensure that the canteen is ready for service-with sanitary permit.
   b. Ensure that the canteen staff/ helpers are healthy-with health / medical certificate.
c. Organize schedule of HE teachers to assist in the canteen.
d. Organize a canteen committee and auditing team.

2. Menu

a. Monitor that the menu offer more GREEN foods than YELLOW foods.
b. Check if food and drinks serve are low in saturated fats, sugar, salt, and food dyes.
c. Ensure that fruits and vegetables in season are offered in the menu.

3. Pricing

a. Review prices regularly
b. Ensure that healthy foods are kept lower prices

4. Purchasing

a. Always on the lookout for new GREEN products
b. Refuse new products which do not meet the canteen’s nutritional objectives.

5. Food Safety

a. Supervise food preparation, proper handling and food storage.
b. Inspect if foods displayed have covers.
c. Maintain hygiene standards- by prohibiting No Smoking in the canteen

6. Preparing

a. Ensure that the amount of food prepared is consistent with demand to avoid wastage.

7. Promotion
a. Check if there is a well-organized and stimulating counter displays to promote nutritious foods

b. Make some notice boards.

8. Canteen Layout

a. Ensure that the canteen is a friendly, bright, enticing and easily accessible place.

b. Provide an adequate space for food preparation with room to move.

9. Recording

a. Check and record daily takings.

b. Make some stock-taking or inventory at least once a week.

c. Observe how the canteen is going financially each month.


Being a canteen manager is not an easy job. One must have dedication and passion on the assigned task to give the best service they want to offer. You have no extra payment for the position either so before you take it, assess oneself if you can give your best and spare time because our objective is to provide pupils with the best quality food service.

As Aristotle had quoted, “Pleasure in the job puts perfection in the work.”
References:

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