



Road Traffic Management Corporation

Canteen Manager

Ref No. RTMC/ TFM/ CM/2024

Salary Package: Market-Related

Position:	Canteen Manager
Business Unit:	Total Facilities Management
Location:	Boekenhoutkloof
Job Purpose:	The Canteen Manager is responsible for planning, organizing, operating, and monitoring the day-to-day operations of the canteen, including daily record-keeping, opening and closing the canteen, preparation and cooking for service, budget management, ensuring economic and efficient use of resources, compliance to canteen regulation, controls, and company policy.

KEY JOB RESPONSIBILITIES:

- Ensure all food is prepared as per food preparation requirements.
- Managing the canteen and catering services and working hands-on to provide students, staff, and other customers with high-quality, wholesome, and nutritionally balanced food.
- Ensure the development of a rotational menu for use in the canteen for consideration and approval by Senior Management.
- Manage orders for special events, providing a consistent, high-quality service.
- Ensure all food goods are received and stored by correct food and hygiene standards set down in existing legislation and referred to in the canteen policy.
- Ensure wastage is minimised by careful supervision of food preparation methods.
- Conducting regular monitoring and analysis of food costs against budget.
- Implementing procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination, and subsequent food poisoning.

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- Managing health and safety requirements and ensuring compliance with all food-related regulations and guidelines.
- Prepare an annual resource plan (including perishable and non-perishable goods, equipment maintenance, etc) and budget for the canteen and catering services in conjunction with the Senior Management.
- Prepare, maintain, and update (as necessary) manuals, policies, and procedures for the canteen and catering function, particularly concerning health and safety.
- Communicate relevant information to individuals/teams through various communication mediums.
- Deal with all staff-related problems on an ongoing basis and provide advice/support/information where required.

QUALIFICATIONS AND EXPERIENCE:

- Matric/ Grade 12 (Essential)
- Culinary Certificate/ Diploma
- Trained Chef Qualification
- Minimum 5 to 6 years of experience in the hospitality industry and a minimum of two years of experience in a management role in a Corporate or similar in-house kitchen.

KEY ATTRIBUTES AND COMPETENCIES:

- Service orientation and attention to detail
- Knowledge of food handling and food safety guidelines and requirements
- Have demonstrated ability to lead, plan, organise, and control the day-to-day operations of a canteen and catering service
- Excellent written and oral communication skills
- Ability to plan the menu
- Experience and success in equivalent job roles
- Punctual, organised and trustworthy
- Willingness to take initiative and make decisions
- Integrity and trust

HOW TO APPLY:

- Submit a letter of application (no prescribed template) accompanied by a recent Curriculum Vitae.
- Applications must be forwarded via email to: corporateservicesrecruit@rtmc.co.za

- Candidates are requested to indicate the reference number for the position they are applying for in the email.

NB: Persons with disabilities are encouraged to apply.

The closing date is 16 February 2024 at 16:30. No late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the many applications we envisage receiving, applications will not be acknowledged. If you have not received our response within three months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

