



**Westminster Schools Parents and Citizens Association**  
**(Incorporating Westminster Primary School, Westminster Junior Primary School and Westminster Education Support Centre)**  
**Expression of Interest – Canteen Supervisor**

**Title:**

Canteen Supervisor – Part Time

**Purpose of the position:**

The Canteen Supervisor is responsible for the efficient and professional operation of the Westminster Schools Canteen (Undercover Café) according to the policies and procedures of Westminster Schools Parents and Citizens (P&C) Association.

The Canteen Supervisor will support the development of strong relationships within the school community in particular with the students, parents and volunteers, principals, teachers, and other school employees.

Westminster Schools Parents and Citizens Association (P&C) operates the School Canteen (Undercover Café) within the WA Government School Terms.

As a paid employee of the Westminster Schools P&C Association, the Canteen Supervisor is answerable to the Westminster Schools P&C Association through the President and/or the Treasurer.

**The position has the following responsibilities and duties:**

- ❖ Providing nutritious, hygienically prepared and healthy food at an affordable and reasonable price.
- ❖ Working with the Westminster School P&C Association to ensure the canteen operates profitably;
- ❖ Authorising purchases/ordering necessary products and produce to deliver a menu in line with Department of Education's *Healthy Food and Drink* policy. Provide leadership and direction to canteen volunteers.
- ❖ Create a pleasant working environment for canteen volunteers
- ❖ Ensuring that all Canteen volunteers comply with all relevant policies and procedures as outlined by the Westminster Schools P&C Association;
- ❖ Submit a written report each month to the President and/or Treasurer who will report to the P&C Association as suitable.
- ❖ Planning, organising and monitoring the operations of the canteen including but not limited to, rostering of volunteers, opening and closing the canteen, and preparation and cooking for service.
- ❖ Management of manuals, policies and procedures.
- ❖ Financial management and record keeping.
- ❖ Stock management.
- ❖ Ensuring canteen security.
- ❖ Maintaining a high level of cleanliness in the canteen.
- ❖ Planning and coordinating Special Events.
- ❖ Miscellaneous duties.

**Hours for this Position:**

Approximately 10 hours per week (8.30am – 1.30pm) initially working on Thursday and Friday but may change/vary at short notice during a school term.

**Wages:**

Level 3 in accordance with the Fast Food Industry Award (2010).

(Copy of the Award and National Employment Standards Information Sheet will be provided as required)

**To be considered for this position you must meet the following criteria:**

- Experience as canteen supervisor or in a similar management role
- Demonstrated ability to lead, plan, organize and control the day-to-day operations of the canteen including finance
- Demonstrated ability to prepare, cook and deliver food items in a timely and efficient manner
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff, volunteers and community
- Ability to manage a small team and ensure a pleasant working environment for volunteers
- High level of written and verbal communication skills
- Well organized
- Ability to attend P&C Meetings
- Knowledge of the Department of Education's *Healthy Food and Drink* policy and Traffic Light system
- Completed, or willingness to complete, Traffic Light training
- Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills
- Current Working with Children Check and Police Clearance
- Current driver's license, reliable vehicle and telephone.

Applications **should address the above listed criteria** and be accompanied by a current resume including two referees. Please forward applications to Helen Notis at [westminsterpandc@gmail.com](mailto:westminsterpandc@gmail.com) .

**Applications Close Friday 22<sup>nd</sup> September**