



# Liwara Catholic Primary School, Greenwood

## Relief Canteen Manager – Term 2, 2018

We are seeking an enthusiastic and innovative person to join Liwara for a Long Service Leave replacement. The position is for 19 hours per week, worked over Monday, Tuesday, Thursday & Friday.

Liwara is a two stream, co-educational, K-6 Catholic school. The school enjoys strong community support, good facilities and a committed staff team. The canteen manager's role is an important point of contact for the school community therefore the highest standards of confidentiality and integrity are required.

Our school canteen offers a variety of healthy foods and drinks for recess and lunch. Each item on our menu is classified in accordance with the Star Choice Food Registration Program implemented in WA using the 'Traffic Light' coding system, recommended by the Canteen Association of Western Australia and the Department of Health WA.

### **Selection Criteria:**

Demonstrate the ability to lead, plan, organise and control the day to day operations of the canteen including, stock control, volunteers rosters and banking.

Demonstrate the ability to prepare healthy and appealing home cooked meals & deliver food in a timely and efficient manner.

Ability to work with the Star Choice Food Program using the Traffic Light coding system as recommended by the Canteen Association of WA and the Department of Health WA

Have competent computer skills and experience in with working with online ordering (Quickcliq or similar).

Knowledge of hygiene, food safe handling and be aware of occupational safety and health standards.

Experience in a canteen managers role or in similar food service with TAFE qualification in canteen operations or similar will be highly regarded.

Personal qualities including flexibility, tact, diplomacy, punctuality, reliability and a sense of humour will be beneficial.

### **Essential:**

Applicants must have a current Working With Children clearance and National Police Clearance obtained from the Department of Education Screening Unit.

Applicants must be supportive of the objectives and ethos of Catholic education and abide by the Liwara Staff Code of Conduct.

Please submit CV including the names of three referees to: [enquiries@liwara.wa.edu.au](mailto:enquiries@liwara.wa.edu.au) by

**Friday, 9<sup>th</sup> March 2018.** Please phone the school on 9448 3811 for any queries.

