



## **Part-Time Canteen Manager Vacancy**

The Willetton Primary School Parents & Citizens Association (P&C) is seeking an experienced and innovative Canteen Manager to join the school community in April 2018 for the commencement of Term 2.

### **Position Details**

The Canteen Manager is responsible for the safe & professional operation of the canteen including:

- Working with the P&C to ensure the canteen operates profitably.
- Identifying opportunities to improve the canteen offering to keep in line with student and parent needs.
- Ensuring the canteen, surrounding environment and internal practices are safe for staff, volunteers and students.
- Providing nutritious, hygienically prepared and healthy food to the school community in line with Department of Education's Healthy Food and Drink policy and Traffic Light System.
- Managing canteen operations including but not limited to, stock control, asset management, servicing staff and students, financial management, record keeping and reporting to P&C.
- Management of canteen staff and volunteers including roster management and recruitment and ensuring compliance with Occupational Safety and Health requirements.
- Maintaining effective communication between the P&C, staff, volunteers and suppliers.
- Development and maintenance of canteen manuals, policies and procedures.

### **To be considered for the role applicants must demonstrate the following:**

- Experience as a canteen manager.
- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including financial management.
- Demonstrated ability to prepare, cook, & deliver food in a timely & efficient manner.
- High level of written and verbal communication skills with ability to attend P&C meetings twice a term to report on canteen operations.
- Knowledge of Dept of Education's Healthy Food and Drink policy and Traffic Light System.
- Completed or willing to complete the FoodSafe Handler training (or its equivalent).
- Competent computer skills and, preferably, experience working with an online ordering system.
- Current Working with Children Check and Police Clearance.
- Current driver's licence, reliable vehicle and telephone.
- Desirable - tertiary qualifications in Canteen Operations or similar qualifications e.g. TAFE Canteen Management course.

The role is a part-time position (during the school terms) working Mondays and Fridays, covered by the Fast Food Industry Award (2010). To be considered you will need to submit a letter outlining your ability to meet the above criteria, a current resume and 2 referees that the selection committee may contact about your application. Enquires can be directed to Terri Shierlaw, P&C Treasurer, on 0421 521 560.

**Applications should be submitted by email to [willettonprimarypandc@gmail.com](mailto:willettonprimarypandc@gmail.com) by close of business on Friday 6th April. Please indicate your availability for interview over the holiday period.**