



CANTEEN MANAGER (CASUAL)

Nedlands Primary School – Working Approximately 13 Hours Per Week Initially

- ✓ **Vibrant and diverse school community**
- ✓ **Supportive Parent and Citizens Canteen Committee**
- ✓ **Opportunity to set up and create your own menu**

This is an ideal opportunity for an energetic person looking to manage the running of a new school canteen including planning a menu, managing suppliers and costs, delivering wholesome and fun foods and engaging the support of volunteers. We are looking for someone who is energetic and passionate about the delivery of an exciting, healthy and affordable canteen menu and is open to new ideas.

Supported by the committee and volunteers, the key duties for this hands-on role include:

- daily operation of the school canteen (2 days per week initially)
- supervision of parent and other volunteers
- purchasing and stock control
- food preparation
- collation and delivery of recess and lunch orders
- providing food service at special events such as sports carnivals
- management and communication of weekly financials
- daily cleaning, hygiene and food safety ensuring compliance with the applicable Acts
- communication with students, staff, volunteers, the canteen committee and businesses

The successful candidate must have:

- a record of honesty, integrity and reliability with a capacity to work well with others
- great organisation skills
- a high level of written and verbal communication skills
- completed, or willingness to complete:
 - Traffic Light training
 - FoodSafe Food Handler training (or equivalent)
- sound computer skills
- able to obtain a Working with Children Check and Police Clearance
- current driver's license, reliable vehicle and telephone

If you have experience as a canteen supervisor, or have substantial experience in catering, hospitality or similar and are interested in a new, stimulating role we would love to hear from you. Please forward your application (must include a covering letter, resume and copies of all certifications) by 28 April 2018 to canteennedlandsprimary@gmail.com.

We reserve the right to close the advertisement should a suitable candidate be identified prior to the closing date.