



Part-time Canteen Supervisor

3 Days (16.5 hrs) Per Week

Welcoming School Community

\$22.38Hr + Super

(10 week trial, with permanent part time opportunity)

We are proud to be a multi-cultural school and value the diversity of backgrounds which our children bring to the classroom. We engage with our community to create a vibrant and welcoming school, that is respectful of families and the wider community.

Working with a proactive and collaborative P&C Canteen Committee, your willingness to share ideas, ability to maintain an upbeat working environment and dedication to promote a healthy, interesting menu will be highly valued.

ROLE

You will take over the running of the canteen, managing the day to day operations to service approximately 200 children plus staff, building positive and friendly relationships with students, parents, staff and P&C members.

JOB DESCRIPTION

- Opening and unlocking of School Canteen facilities
- Collection of stock from Suppliers
- Unpacking of stock and supplies as they arrive
- Adhering to the Traffic Lights System and the relevant safety and hygiene guidelines
- Recess and lunch service
- Creation, design and costing of the School Canteen 'special' menus
- Dealing with any staff queries or issues
- Liaising with suppliers for the ordering of supplies
- Creation and ongoing maintenance of the Volunteer Roster for each term in the School Canteen
- Daily cash management in the School Canteen including counting the daily takings, and preparing banking
- Daily food preparation
- Washing of tea towels and aprons
- Maintain cleanliness of facility
- Ensure staff and volunteers adhere to safe food handling practices
- Assist the P&C with recruitment and training of volunteers
- Other duties as required
- Attending P&C meetings and presenting a report of ongoing operations

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

- Previous experience assisting in all aspects of running a commercial kitchen is essential
- Police Clearance and maintaining a current Working with Children check. Willingness to attend or completion of Traffic Light training
- TAFE School Canteen Management Course and/or StarCAP2 would be desirable.
- Driver's License/Car

To apply, forward your documents to marangaroocanteen@gmail.com

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

Applications close **Friday 23 November 2018**

For more information, please contact **Danica Charlton 0452 581 605**