



Canteen Supervisor Vacancy (Part-time)

The Melville Senior High School Parents & Citizens Association (P&C) is seeking an experienced and innovative Canteen Supervisor to join our school community. The successful applicant needs to be available to start in January 2019.

Position Details

The Canteen Supervisor is responsible for the safe & professional operation of the canteen and includes:

- Working effectively and in partnership with the P&C to ensure the canteen operates profitably.
- Identifying opportunities (and seek feedback) to improve the canteen offering to keep in line with student and parent needs.
- Actively seek opportunities to be innovative and improve canteen operations, product and service delivery and customer base.
- 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 that complies with the 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 the P&C.
- Effective leadership and management of canteen staff and volunteers including roster management and recruitment
- Ensuring compliance with Food Safety and Hygiene and 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 selection criteria:

- Experience as a canteen supervisor, or similar position in the food service/catering industry
- 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.
- Strong ability to lead a team of staff to work collaboratively to achieve key outcomes associated with the Canteen Supervisor position.
- 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 the Department of Education's Healthy Food and Drink policy and Traffic Light System. Completed or willingness to complete Traffic light training
 - Completed or willing to complete the FoodSafe Food Handler training (or its equivalent).
 - Competent computer skills and, preferably, experience working with an online ordering system.

Desirable

- Current driver's license, reliable vehicle and telephone.
- Tertiary qualifications in Canteen Operations or similar qualifications e.g. TAFE Canteen Management course.

Please Note: This role is a part-time position (during the school terms) working Monday to Friday. The successful applicant would need to have or obtain a Working with Children Check Card (WWC) and Police Clearance prior to commencing this position.

Tenure: This position is for 12 months (inclusive of a 3 month probationary period) with the possibility of extension.

To be considered for this position you will need to submit:

- An application (up to three pages) outlining your ability to meet the above criteria
- A current resume and two referees that the selection committee may contact about your application and provide feedback on your suitability for the position. Please ensure your resume contains your mobile phone number and e-mail address and those of your two referees.

Submission of Application and Resume / Closing Date

- Your application and resume must be submitted to Elaine.Vardy@education.wa.edu.au by no later than **Monday 26 November – 9.00am**. No late applications will be accepted.

Enquiries

- Any enquiries regarding this position or the application process should be directed to the P & C President - Mr Jonathan Gayton on 0415 649 732 or at melvillehspnc@gmail.com

Shortlisting and Interview Process

- Applicants who are shortlisted for interview will be contacted by phone on the morning of Tuesday 27 November to schedule an interview. Interviews will be scheduled for Thursday 29 November between 4.30pm and 6.30pm at Melville Senior High School.

For more information about Melville Senior High School please visit our school website at <http://www.melville.wa.edu.au/>

