

Lake Gwelup Primary School
Part-time Canteen Supervisor
3 Days (18 hrs) Per Week
Modern Commercial Kitchen/Welcoming School Community
\$21.79+ Super
(10 week trial, with permanent part time opportunity)

The Lake Gwelup Primary School Parents & Citizens Association (P&C) is seeking an experienced and innovative Canteen Manager to join the school community in February 2019 for the commencement of Term 1.

We are a proud, Independent Public School of 490 students with a Canteen that operates on a Wednesday, Thursday and Friday. We are looking for a highly motivated, energetic person to take control of our canteen and to collaborate with our P&C, to provide Lake Gwelup Primary School with a healthy, happy food service.

Key duties

- The Canteen Supervisor will be responsible for the daily operation of the school canteen
- Implement the Department of Education's *Healthy Food and Drink* policy
- It is the Principals responsibility to ensure the school develops a written *Healthy Food and Drink* policy. The Canteen Supervisor may be required to have input and must ensure a current copy of this policy is on display in the canteen
- Ensure a pleasant working environment for all paid and volunteer workers
- Provide pleasant and positive interaction with school students and staff
- Responsible for securing the canteen during and after hours. Keep the canteen door locked during operating hours and secure the canteen at the end of the daily operations (keys, windows, doors, fridges, freezers) or at any other time that it is left unattended
- Maintain adequate financial records, including order and daily takings books. Liaise with the financial management team to ensure all earnings and expenditure is accounted for in a consistent, accurate and reliable manner
- Operate and maintain our online ordering systems, Quick Cliq
- Count the daily takings and prepare for banking

Essential criteria:

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finance
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community
- High level of written and verbal communication skills
- 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 willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills
- Current Working with Children Check and Police Clearance
- Current driver's license, reliable vehicle and telephone.
- Basic Understanding of a Thermomix or a willingness to learn

- Basic Understanding of Sustainability and an eagerness to employ a sustainable approach to food preparation and service.

Desirable criteria:

- Tertiary qualifications in canteen operations or similar qualifications e.g. TAFE Canteen Management course
- Experience as a canteen supervisor or similar
- Knowledge of the nutritional requirements of school aged students.

To apply, forward your documents to lgpscanteenposition@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 January 4th 2019**

For more information, please contact **Jacqui 0409019443** or **Louise 0438881959**