



Employment Opportunities

We currently have two upcoming employment opportunities available commencing in 2020. Please see below for details:

Canteen Manager - Part time (4 days per week)

Position details:

St Simon Peter Catholic Primary School is a learning organisation catering for children in our ELC and Kindergarten through to Year 6. The school currently accommodates over 750 students, with a dedicated team of teachers, teaching assistants and administrators. The School enjoys a close relationship with the Parish and the strong support of the parent community.

We are seeking a suitably qualified Canteen Manager with experience in working and managing a School Canteen or similar, in order to cater for the nutritional needs of our students and staff 4 days per week (8.00am - 2.30pm, Tuesday to Friday). The role is best suited to an individual who is proactive, resourceful and passionate about providing healthy food for our school. SSP adopts the WA Schools Canteen Traffic Light System which promotes healthy eating in schools.

Selection Criteria:

- Be fully supportive of the objectives and ethos of Catholic Education.
- Possess relevant School Canteen experience in food preparation and menu planning in line with the School's Canteen Policy.
- Proficient financial management skills and record keeping with a high level of integrity.
- Experience dealing with suppliers, ordering and exercising stock control.
- Understand the importance of developing positive relations with children, staff and parents, and can demonstrate evidence of such actions.
- Be flexible and able to work collaboratively with the Principal, Canteen staff and volunteers.
- Knowledge of School Canteen food traffic light system.



- Awareness of the risk food allergies pose.
- Demonstrated use of ICT skills and familiarity with Office 365, Teams and Online Canteen or similar online ordering system.
- Preparedness to cater for occasional events outside of working days/hours as requested by the Principal.

Qualifications required:

- Certificate in Food and Beverage or equivalent experience managing a School Canteen
- Working with Children Check
- National Crimtrac Dept. of Education Police Clearance
- WASCA certificate in food safety and hygiene handling
- WASCA Traffic Light training
- Current ASCIA Anaphylaxis training (or willingness to complete)
- First Aid training (or willingness to complete)

Canteen Assistant - Part Time (Fridays)

Position details:

St Simon Peter Catholic Primary School is a learning organisation catering for children in our ELC and Kindergarten through to Year 6. The school currently accommodates over 750 students, with a dedicated team of teachers, teaching assistants and administrators. The School enjoys a close relationship with the Parish and the strong support of the parent community.

We are seeking a suitably qualified Canteen Assistant with experience in working in a School Canteen or similar or a food related industry, in order to cater for the nutritional needs of its students and staff 1 day per week (Friday, 9.00am – 2.00pm). The role is best suited to an individual who is proactive, resourceful and passionate about providing healthy food for our school. SSP adopts the WA Schools Canteen Traffic Light System which promotes healthy eating in schools.



Selection Criteria:

- Be fully supportive of the objectives and ethos of Catholic Education.
- Possess relevant Canteen or food service experience to assist the Canteen Manager with the preparation of food and menu planning.
- Ability to relate well with children, staff and parents.
- Be flexible and able to work collaboratively with the Canteen Manager and school staff.
- Ability to cope with fast paced and in pressure situations.
- Knowledge of the Schools Canteen food traffic light system.
- Awareness of the risk food allergies pose.
- Demonstrated use of ICT skills and familiarity with Office 365, Teams and Online Canteen or similar online ordering system.
- Preparedness to cater for occasional events outside of working days/hours as requested by the Principal.

Qualifications required:

- National Crimtrac Dept. of Education Police Clearance
- Working with Children Check
- WASCA certificate in food safety and hygiene or experience in food preparation in a commercial kitchen
- WASCA Traffic Light training
- Current ASCIA Anaphylaxis training (or willingness to complete)
- First Aid training (or willingness to complete)

Applicants are invited to submit a covering letter addressed to the Principal, including the names and contact numbers of two referees (past employers). The successful applicant must be available to complete a comprehensive handover prior to commencement in the role.

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people



from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objectives and ethos of Catholic education.

In applying for this position you will be providing personal information to the School. This information will be used in order to assess your application for employment.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website.

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post website. An application for a WWC must be made in person.