

Primary School Canteen Supervisor

The West Leeming Primary School P&C are seeking an experienced and innovative Canteen Supervisor to come join our team and take the Canteen to the next level in 2020. The Wild West Café, as named by our students 20 years ago, is a community focused service, that offers healthy meals and snacks to both staff and students.

This role needs someone with an ability to handle things on your own, a flare for marketing, a cool head and a keen eye to maintain the financial viability of this essential service to the parents of our school. Our School Community has a very high concentration of working parents so our Supervisor will need to be able to be innovative to get things done.

What does our Canteen Supervisor do?

Our Canteen Supervisor is supported by the P&C Canteen Committee and is responsible for the day-to-day canteen service. This includes:

- Providing a friendly and customer focused service to students and staff and get our kids excited about healthy eating,
- Working with the P&C Canteen Committee to offer an exciting, delicious and nutritious menu and to ensure the canteen operates at break-even.
- Manage the canteen operations including stock control, financial management, record keeping and reporting to the Canteen Committee and the larger P&C body.
- Proactively promote the menu and special offerings using social media platforms
- Ensures that our canteen service complies with Workplace Health and Safety legislation, Food Handling regulations and the Department of Education's Healthy Food and Drink policy and Traffic Light System
- Actively work towards the achievement of the WA Canteen Association's Star Canteen Accreditation Program 2.

What Skills and Experience do we need from you?

To progress your interest in this role further, we will need to match your skills and knowledge with the following position requirements:

- Experience as a Canteen Manager/Supervisor, or a similar position in the food or childcare industries
- Ability to use social media and other online platforms in the day-to-day management of the canteen
- Strong financial management skills along with time management, communication and interpersonal skills
- Will attend or have completed the following:
 - Food Safety Handling
 - Traffic Light Training
 - StarCAP 2
 - Working with Children Check and National Police Clearance
 - TAFE School Canteen Management Course



West Leeming P&C
involvement

West Leeming Primary School P&C Association

ABN 33 715 856 681

What else do we need to tell you?

We have a blank canvas for you to create your picture of what our Canteen from 2020 will look like. We are currently open 3 days a week, but this is negotiable. You will be employed as a casual employee working during the school term on a Level 2 or Level 3 pay rate (based on experience) under the Fast Food Industry Award 2010. Our school is allergy friendly, and providing options for those with special dietary requirements is a high priority. Our amazing kids are also passionate about Sustainability and we need the Canteen to get on board and support this passion too.

How do I apply?

Excited about the role and ready to put your hat in the ring?? Its easy!! Send us a 1-2 page Cover letter telling us about how your Skills and Experience make you the best person for this role. Also attach a current resume with the contact details of two referees that the selection panel can contact regarding your application.

Applications must be made in writing and submitted to the West Leeming P&C President email pncpresident@outlook.com.

We need to make a decision before the end of the school year, applications will close on 12 noon on Thursday 5th December 2019.