



Wembley Primary School P&C Association Inc

41 Grantham Street Wembley WA 6014

(08) 9253 9400

pandcwembley@gmail.com

ABN: 99 532 911 760

Canteen Supervisor

Wembley Primary School P&C

Permanent Part Time with flexibility for growth. Currently 3 days per week, 8 hours a day to a maximum of 53 hours per fortnight.

- Responsibility for overall operation of the canteen
- Canteen resources – both staff and volunteers

An opportunity is available to join the Wembley Primary School community in the role of Canteen Supervisor. This is a valued and well-supported role at the school and is a position that offers the opportunity for an experienced applicant to contribute to the overall mission of the school.

The role manages all aspects of the operation of the canteen including:

- Menu design;
- Implementation and Compliance to safe food practices;
- Preparation and service of menu items;
- Participation in the Canteen Sub Committee – provide strategy for growth and new services;
- Supervising and assisting with the cleaning requirements;
- Banking, Cost Control and Budget;
- Supervising the administration of supporting documentation of wages and volunteer hours;
- Supervision of staff and volunteers;
- Supplier relationships; and
- Supportive student engagement and customer service practices.

Experiences and Qualifications:

The successful candidate will bring to the position strong experience in a senior canteen role or similar, good knowledge of operating a viable food service business, strong interest in the nutrition of children, strong experience in safe food handling practices and customer service as well as keen desire and commitment to demonstrate the school's values.



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In return, the Wembley Primary School P&C will offer a competitive salary, an engaging work environment, ongoing development and support through a strong partnership with the P&C Committee and the staff.

Please send or email your application including a resume and cover letter to: -

Tiffany Fox

P&C President

Wembley Primary School

41 Grantham Street

Wembley, 6014

pandcwembley@gmail.com

Applications close Friday, March 20, 2020.