

HILLMAN PRIMARY SCHOOL P&C ASSOCIATION

31 UNNARO STREET, HILLMAN WA 6168

CANTEEN MANAGER WANTED

Hillman Primary School P&C Association is looking for an experienced, enthusiastic Canteen Manager with strong Communication and Supervisory Skills, for a permanent part-time position.

This position (currently) will be 5 hours a day, 3 days a week.

Tuesday, Thursday, and Fridays of school terms, commencing Term 1, 2021.

Essential:

- Ability and willingness to cook nutritious food.
- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finances.
- Demonstrated ability to build morale, motivate and generally relate well to students, volunteers, other staff, and community.
- Able to work productively for a common goal with staff and school administration team.
- 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 training (or its equivalent.)
- Willingness to undertake sustainable initiatives within our Canteen.
- Basic computer skills.
- Current Working with Children Check and Police Clearance.
- Current driver's licence, reliable vehicle, and telephone.

Desirable (but not essential):

- TAFE qualifications in canteen operations or similar qualifications.
- Experience as a Canteen Manager or similar.
- Knowledge of the nutritional requirements of school aged students.

Written applications including updated CV and selection criteria to be marked "Canteen Manager Application", and post/email or drop off to:

Hillman Primary School P&C

Att: Gemma Cruzado – P&C Secretary

Postal: PO Box 2314, Rockingham DC WA 6967

In Person: 31 Unnaro Street Hillman, WA 6168

Email: hillmanpc0@gmail.com

Applications close: 3:00pm Monday 14th December 2020