



Kalamunda Senior High School Parents and Citizens Association Inc.

Canteen Manager Vacancy

Would you like to be welcomed into the Kalamunda Senior High School community as the new Canteen Manager?

Kalamunda SHS, located 1km from the Kalamunda town site, is nestled amongst trees in the tranquillity of the hills. There is a strong sense of community with the canteen playing an important role in the school community providing a breakfast, recess and lunch service.

Kalamunda SHS is co-located with the Kalamunda Secondary Education Support Centre with over 1 200 students and over 180 staff on site. Kalamunda SHS has a particular focus on the arts with students participating in the Gifted and Talented Visual Arts program, Performing Arts program and a strong music program. The school also runs an Academic Excellence Program and specialist Outdoor Education Program.

Would you like to lead the canteen with the Kalamunda SHS P&C to deliver healthy food to the school community?

Kalamunda SHS P&C is seeking an experienced, enthusiastic, innovative and dedicated Canteen Manager to operate the canteen to be:

- Financially self-sustaining;
- Following best practice policies and operational procedures; and
- Providing healthy and engaging food choices appropriate to the school community.

To be successful you will have:

- a passion for food and a belief in the power of nutrition to fuel students learning to assist them to reach their full potential.
- administration abilities to oversee the efficient and effective running of the canteen.
- a drive to meet agreed financial goals to run a financially self-sustaining canteen.

Following the resignation of our previous Manager We are seeking a new Canteen Manager to start in January 2021 to take the Canteen into the future.

Canteen Manager position details

The Canteen Manager is responsible for the safe, efficient and professional operation of the Kalamunda SHS canteen. This includes:

- Ensuring the work environment and practices are safe for staff and volunteers.
- Providing nutritious, hygienically prepared and healthy food at an affordable and reasonable price to our customers.
- Managing staffing, costs, expenditure and sales to meet agreed financial goals
- Ensuring staff and volunteers comply with all relevant policies and procedures.
- Develop and implement strategies to engage and retain volunteers within the canteen to help with the daily running of the canteen.
- **Hours: Full time 76 hours per fortnight** during each school term
- **Pay rate: Level 3 - Federal, Fast Food Industry Award 2010**

Key responsibilities are:

- Working with the Kalamunda SHS P&C to ensure the Canteen operates sustainably.

- Stock management and authorising of purchases/ordering necessary products and produce in line with Department of Education's *Healthy Food and Drink* policy.
- Management of Canteen staff and volunteers through leadership and direction.
- Ensuring compliance with Occupational Safety and Health requirements.
- Maintaining effective communication between the Kalamunda SHS P&C, staff, volunteers and suppliers, including the provision of written reports at P&C meetings.
- Managing the Canteen Operations through planning, organising and monitoring of the canteen, including but not limited to, rostering of volunteers, preparation, cooking and service to customers.
- Financial management, record keeping and reporting to P&C and book keeper
- Development and management of Manuals, Policies and Procedures.

We are looking for a Canteen Manager who fits the following criteria:

Essential Criteria

- Experience as a Canteen Manager or in a similar management role.
- Demonstrated ability to lead, plan, organise and control the day- to- day operations of the canteen including financial components.
- Demonstrated ability to prepare, cook, & deliver food in a timely & efficient manner.
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community.
- High level of written and verbal communication skills with ability to attend P&C meetings twice a term to report on Canteen operations.
- Knowledge of the Department of Education's *Healthy Food and Drink policy and Traffic Light System*.
- Completed or willing to complete the *Traffic Light* training.
- Completed or willing to complete the FoodSafe Handler training (or its equivalent).
- Competent computer skills.
- Current *Working with Children Check* and Police Clearance.
- Current driver's licence, reliable vehicle and telephone.

Desirable Criteria

- Tertiary qualifications in Canteen Operations or similar qualifications e.g. TAFE Canteen Management course.

Any questions regarding the job, duties or other matters please contact:

kshspc.president@gmail.com

To apply you will need to:

- Prepare a 1 to 2 page letter outlining your capability to meet the criteria.
- Provide a current resume.
- Provide two referees.

Email the completed application to:

kshspc.president@gmail.com

Applications close at 5:00 pm on Wednesday 6th January 2021