



# Joondalup Primary Schools P & C Association

ABN 43 428 446 122  
Blue Mountain Drive  
JOONDALUP, W.A. 6027  
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## CANTEEN MANAGER WANTED

Joondalup Primary Schools P&C Association are seeking a suitably skilled and experienced Canteen Manager. The school canteen operates 5 days per week offering students a healthy and enjoyable menu.

We are seeking a Manager to work approximately 30 hours per week during school terms. Position will permanent part-time with a 6 month probationary period. Remuneration is negotiable based on skills and experience however will be paid in line with the Restaurant, Tearoom and Catering Workers Award.

### Job Requirements

The Canteen Manager is responsible for the effective and professional management of the Joondalup Primary Schools Canteen. This includes:

- Providing high quality, healthy food to our customers in a professional manner. Customers are primarily students but also include staff and parents.
- Working with the Executive Committee to ensure the canteen operates profitably.
- Ensuring that all staff and volunteers comply with all relevant policies and procedures as outlined by the Executive Committee.
- Helping students to improve their life skills, especially in interacting with adults in a safe environment.

### Essential Selection Criteria

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of a canteen including finance
- Demonstrated experience in managing staff and volunteers including rostering, coordination, payroll and performance management
- Knowledge of The Department of Education's Healthy Food and Drink policy and Traffic Light system.
- Completed, or willingness to complete, FoodSafe training (or its equivalent)
- Current Working with Children Check and National Police Clearance.
- Current driver's licence, reliable vehicle and telephone

### Desirable Selection Criteria

- Experience as a canteen manager or similar
- TAFE qualifications in canteen operations or similar qualifications

Written applications including current resume and a statement addressing the selection criteria should contain the subject "**Canteen Manager Application**" and forwarded to -

Amy Stewart – P&C President  
Email – [amylstewart2@gmail.com](mailto:amylstewart2@gmail.com)

Applications close 3.00pm Friday the 19<sup>th</sup> February 2021. Late applications will be unable to be considered. Previous applicants need not apply.