

**Lake Gwelup Primary School**  
**Part-time Canteen Supervisor**  
**3 Days (20 hrs) Per Week**  
**Modern Commercial Kitchen/Welcoming School Community**  
**\$21.00+ Super**  
(10 week trial, with permanent part time opportunity)

The Lake Gwelup Primary School Parents & Citizens Association (P&C) is seeking an experienced and innovative Canteen Supervisor to join the school community in February 2021 for the commencement of Term 1.

We are a proud, Independent Public School of 550 students with a Canteen that operates on a Wednesday, Thursday and Friday. We are looking for a highly motivated, energetic person to take control of our canteen and to collaborate with our P&C, to provide Lake Gwelup Primary School with a healthy, happy food service.

**The Canteen Supervisor will be responsible for:**

- Daily operation of the school canteen
- Implementation of the Department of Education's *Healthy Food and Drink* policy
- Providing input into development of a *Healthy Food and Drink* policy and ensuring it is displayed in the canteen
- Ensuring a pleasant working environment for all paid and volunteer workers
- Providing pleasant and positive interaction with school students and staff
- Ensuring security of the canteen is maintained at all times
- Maintaining adequate financial records, including order and daily takings books, and liaison with the financial management team to ensure all earnings and expenditure is accounted for
- Providing input into the menu offered, including daily specials
- Ordering of stock and equipment
- Ensuring the canteen is kept clean and well maintained
- Operating and maintaining the online ordering systems
- Counting the daily takings and preparing for banking (preferably daily)

**Essential criteria:**

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen, including finance
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community
- High level of written and verbal communication skills
- Completed, or willingness to complete, Traffic Light training
- Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills
- Current Working with Children Check and Police Clearance
- Current driver's license, reliable vehicle and telephone.
- Basic Understanding of a Thermomix or a willingness to learn

- Basic Understanding of sustainability and an eagerness to employ a sustainable approach to food preparation and service.

**Desirable criteria:**

- Tertiary qualifications in canteen operations or similar qualifications e.g. TAFE Canteen Management course
- Experience as a canteen supervisor or similar
- Working knowledge of the Department of Education's *Healthy Food and Drink* policy and Traffic Light system
- Knowledge of the nutritional requirements of school aged students.

To be considered you will need to submit a letter outlining your ability to meet the above criteria, a current resume and two referees that the selection committee may contact about your application. Please send your application to **presidentlgpspandc@gmail.com**

Applications close **Friday January 22<sup>nd</sup> 2021**

**Employment to commence Tuesday February 2<sup>nd</sup> 2021**

For more information, please contact **Jacqui 0409019443** or email **presidentlgpspandc@gmail.com**