



## Wanted: Canteen Supervisor for Sticky Fingers Canteen

Gibbs Street Primary School P&C is looking for a motivated individual with fresh ideas to kickstart semester two in our beloved Sticky Fingers Canteen!

The Sticky Fingers Canteen at Gibbs Street PS provides families the option of purchasing tasty and nutritional food at a reasonable price, making a positive impact on the health and wellbeing of our students and by extension the school community.

This special person will be keen to step into the role of **Canteen Supervisor** and make it their own: displaying enthusiasm and initiative, a willingness to communicate transparently with the P&C, and someone who wants to belong in our wonderful school community.

The role will initially be offered as a part-time, short-term contract, working three days a week for Term 3 (Monday 19 July to Friday 24 September), with the potential of a long-term contract offer for the right applicant.

The Canteen Supervisor is responsible for the effective and professional management of Sticky Fingers. This includes:

- Providing nutritional and tasty food to our school community (primarily students and some staff).
- Working with the Executive Committee to ensure the canteen operates in a financially sound manner.
- Managing canteen volunteers, including recruitment, rostering, and training to comply with relevant procedures and policies.
- Helping build and maintain positive relationships between the canteen and the school community.

The successful applicant will possess:

- Demonstrated ability to plan, organise and control day-to-day operations of the canteen including menu planning and preparation, financial management, stock control, cleaning and record keeping
- Initiative, leadership and a willingness to take the Sticky Fingers Canteen to the next level
- An approachable personality with the ability to work collaboratively with the P&C, lead a volunteer team, and relate well to students, staff and school community
- Strong computing skills, particularly the use of spreadsheets for record management and the ability to manage online canteen orders and stock control
- A strong work ethic and the capacity to work with minimal supervision
- Valid Working With Children Check and National Police Clearance
- Completed, or willingness to complete, FoodSafe training

Desirable criteria:

- Relevant qualifications
- Relevant experience as a canteen supervisor or similar

To apply: please send a written statement detailing your relevant skills and abilities along with a current CV with two references to [pandc.gibbsstreet@yahoo.com.au](mailto:pandc.gibbsstreet@yahoo.com.au)  
Submissions close 5pm Monday 24 May.

Shortlisted applicants will be invited for interviews Friday 28 May.