

Part-time Canteen Manager - Northam Primary School P&C

Hours: Approx 21 hours per week (during school term times only – some additional hours may be required)

Location: Northam Primary School Duke Street Northam WA 6401

Award: Fast Food Industry Award 2010

Northam Primary School Canteen, The Snack Shack, is a not-for-profit food service operated by the Northam Primary P&C

The Canteen is open 3 days per week, with extra time for preparation and administration, most weeks during school terms. Student enrolment is approx. 285.

The Snack Shack has a menu which offers a range of popular healthy meals and snacks for both students and staff.

Essential Requirements

- FoodSafe Food Handler Handling
- Traffic Light Training
- Working with Children Check and National Police Clearance.
- Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community
- Experience as a Canteen Manager/Supervisor, or similar position in the food industry.

Desirable Requirements

- Demonstrated ability to lead, plan, organise and control the day-to-day operations of a canteen (or similar) including financial management.
- High level of written and verbal communication skills and the ability to use social media and other outlets as a form of communication with the school community.
- Demonstrates a passion for healthy and nutritious food.
- Possesses excellent interpersonal skills that will enable them to develop positive and friendly relationships with students and school community.
- Honest and reliable, with the ability to maintain confidentiality.

How to Apply

Applications must be submitted to the Northam Primary School P&C email northamprimarypandc@outlook.com

- A 1-2 page cover letter which addresses the essential and desirable requirements listed above.
- A current resume, with the contact details of two referees, whom the selection committee may contact regarding your application.

A full job description form is available upon request.

Closing date for applications: 12 noon, Friday 18th June 2021