

Inglewood Primary School Parent and Citizens Canteen Casual Canteen Assistant

**Modern Kitchen in a Welcoming School Community
2 Days Per Week Tuesdays and Thursdays total of 9.5 hrs / wk.
Level 1 salary \$26.25 per hour**

Inglewood Primary School is a proud Independent State Public Primary School of approximately 600 students. The canteen is run by the school's Parents & Citizens Association (P&C) is seeking a Casual Canteen Assistant to join our team.

This Casual position will be for 9.5 hours per week over 2 days 8.00am to 1.30pm on Tuesdays and 8.30am - 12:30 pm on Thursdays; commencing on first Tuesday of Term 1 February 2022. As a Casual Canteen Assistant, you will be expected to perform various tasks including the day-to-day operations of the canteen. Canteen staff work according to direction from the Canteen Supervisor and liaise with the Canteen Coordinator. All profits are returned to the school for the student's benefit.

Essential Criteria:

- Current Working with Children Check
- National Police Clearance Certificate
- Current driver's license, reliable insured vehicle and mobilephone.
- Knowledge of the Department of Education's *Healthy Food and Drink* policy
- Completed, or willingness to complete, Traffic Light training
- Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills
- Employees working in school sites are required to be vaccinated in accordance with the mandatory vaccination policy. Further information: [Mandatory COVID-19 vaccination policy for WA workforces](#).

Desirable criteria:

- Experience in a canteen or food service.
- Knowledge of Allergy Awareness.
- COVID safe training

Demonstrated ability to:

- Have a friendly disposition, and a helpful nature when interacting with students, parents, canteen staff, school staff and volunteers; including instruct new volunteers in correct food preparation and serving.
- Work cooperatively in a team, and sometimes with no direct supervision. Available to work other days / Special events if required (if advance notice given).
- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen. Prepare, cook, pack and serve pre-ordered lunches to school community at recess, lunch and after lunch sales. Prepare freshly made sushi on Thursdays + Deliver lunches to the pre primary site on Thursdays (and potentially on Tuesdays) using your own reliable and insured vehicle.
- Operate and maintain online ordering systems. Inglewood Primary School uses Quickcliq, over the counter orders/sales, and Handle both cash and electronic payments via tab/square,
- Cleaning duties, including dishwashing, to keep the canteen in a clean and tidy work environment; and if required, wash canteen linen.
- Responsible for securing the canteen during and after hours. Keep the canteen door locked during operating hours and secure the canteen at the end of the daily operations (keys, windows, doors, fridges, freezers) or at any other time that it is left unattended.

Full orientation will be provided to the successful applicant. Employment to commence First Tuesday of Term 1 Feb 2022. To be considered Applications should include a letter outlining your ability to meet the above criteria, a current resume + 2 referees to Inglewood P & C Canteen Coordinator inglewoodpscanteen@gmail.com before close of business on 10th Dec 2021.