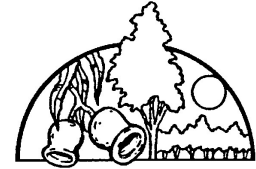


**South Ballajura Primary School and
Education Support Centre
Parents & Citizens Association**



Position Vacant

Canteen Manager – South Ballajura Primary School and ESC

We have a new and exciting opportunity for a dedicated and enthusiastic Canteen Manager to join our school in 2022. The Canteen Manager is supported by the Canteen Assistant plus parent helpers in delivering day-to-day operations of the canteen. The canteen offers lunches, an over-the-counter snack service at recess & lunch, as well as participating in school events (such as sports days) and seasonal celebrations (Easter, Mother's Day, Father's Day etc.).

This position will initially be offered as a 3-month probation with possible extension.

Reporting to the P&C President, as Canteen Manager your main objective will be to coordinate the effective and safe operation of the school canteen ensuring that healthy food and drink options are provided to students and staff and that the canteen remains viable. You would be involved with the recruitment and training of volunteers.

This is a part time role, Monday to Friday 8am-1.30pm, although the end time may need to be changed according to school requirements. The canteen manager is also expected to be involved with other P&C events both in and out of school hours as negotiated and attend one general P&C meeting per term and/or provide a written report.

Essential Criteria:

- Demonstrate the ability to lead, plan, organise and control day-to-day operations including finances and banking.
- Build morale, motivate and generally relate well to students, staff, volunteers and community.
- Support volunteers and the Canteen Assistant to ensure the smooth and efficient running of our school's canteen.
- Appropriate Training
 - Traffic Light Training
 - Foodsafe Food Handler Training
 - Food Allergy Awareness Training
 - AHA Hospitality & Tourism Covid-19 Hygiene Course
- Current Working with Children's Check and Police Clearance
- Competent computer skills, for online ordering, record keeping and basic emailing
- Willing to learn to use cash register, square payment system and QuickCliq – our online ordering system
- Evidence of Covid Vaccination or willingness to get this by 31st Jan 2022.

Desirable criteria:

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

- First aid Certificate.
- Experience in working with volunteers
- Current driver's license, reliable vehicle and telephone

Regular tasks the Canteen Manager will undertake include:

- Food preparation
- Basic cooking
- Maintenance of Food Safety Records
- Counter Sales
- Cash Handling
- Cleaning
- Supervising canteen assistant and volunteers
- Banking
- Stock Ordering

Pay is \$22.29 per hour in accordance with the Catering and Tearoom Award

Applicants that are deemed suitable, but are not offered the position will be kept on record and may be contacted for future positions or relief work.

Any questions relating to this position, please email the address below with your phone number and suitable times to call and we will get back to you.

To apply, please forward your resume and Cover Letter outlining your skills, qualifications and interest to:

Email: sballajurapc@outlook.com

Applications close at 5pm on Friday 3 December 2021