

Part-Time Canteen Manager Wanted

Our **Harmony Primary School** P&C Association is looking for an enthusiastic and self-motivated Canteen Manager for a part-time contract position.

This position will be **3 days per week working Wednesday - Friday from 8:00am-2:00pm**. This is a contract position with a three month probationary period.

Pay is in accordance with Western Australia Department of Commerce 'Restaurant, Tearoom and Catering Workers' State Award 2011.'

SKILLS AND ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- The ability to work as a leader of a team in a manner that fosters the support and co-operation of team members.
- The ability to work with all levels of staff and management.
- The ability to complete variable workloads to a high standard and to imposed deadlines.
- Ability to prioritize, demonstrate initiative and take a proactive and flexible approach to tasks.
- Excellent customer service skills.
- Excellent money handling skills.

QUALIFICATIONS/EXPERIENCE

- Work experience in the food industry (mandatory).
- Work experience in the running and management of a school canteen (desirable).
- A relevant TAFE Certificate or similar (desirable).
- Medical certificate in accordance with the Health and Safety Regulations.
- Food Safe certificate in accordance with the Health and Safety Regulations.
- Working with Children Check in accordance with the Department for Community Development and the Working with Children Act 2004.
- COVID-19 vaccination in line with Department of Education requirements.

Written applications to be marked '*Canteen Manager Application*' and sent to:

Harmony Primary P&C President
enquiries@harmoniPandC.org.au

Please provide:

- Your current Curriculum Vitae.
- Contact details of two referees that can be contacted by telephone if a verbal reference is required.
- A brief written statement outlining how your knowledge and experience of the selection criteria makes you the ideal candidate for the position.

Any queries should be directed to Jennifer Parker, Harmony Primary P&C President, by emailing enquiries@harmoniPandC.org.au. A complete job description is available on request.

Applications close: **Sunday 6th February 2022**