

EMPLOYMENT VACANCY

St Columba's Catholic Primary School
30 York Street
South Perth WA 6151
6436 9500
admin@stcolumbassp.wa.edu.au

Position: Canteen Manager
Temporary Part-Time (0.6 FTE)

St Columba's Catholic Primary School is a vibrant learning environment, catering for students in a co-educational setting from 3 Year Old Kindergarten – Year 6.

The position requires a willing and motivated person with a can-do approach. Central to our work is developing strong and supportive relationships with children, families and community. The successful applicant will be responsible for the daily running of the school canteen providing recess and lunch to students and staff. In addition to food preparation other responsibilities include ordering stock, taking payments, stocktake and daily cleaning of the canteen facilities.

The successful applicant must be available three days per week 8:30am to 2:30pm during school term. This is a temporary position starting Term 2 April 26, 2022 and concluding December 31, 2022. This position will include a three month probationary period. The successful applicant must have the ability to work within our Catholic ethos and to obtain our accreditation to work certification.

Experience in a similar role and the following attributes are desired:

- Be fully supportive of the objectives and ethos of Catholic education.
- A willingness to learn, have a positive attitude and the ability to work cooperatively with students, staff, parents/carers and volunteers.
- Have excellent interpersonal and organisational skills.
- Demonstrate initiative, flexibility and the ability to work independently.
- Possess relevant School Canteen experience in food preparation and menu planning in line with school Canteen policies.
- Have knowledge of School Canteen food traffic light system.
- Have experience dealing with suppliers, ordering and exercising stock control.

Applicant is required to have:

- Police Clearance issued through the Education Department WA (not older than 3 months)
- Working with Children Check (West Australian)
- Accreditation to Work in a Catholic School or willingness to work towards

Please forward all applications to admin@stcolumbassp.wa.edu.au

Closing Date for Applications: 25/03/2022