

# **CANTEEN MANAGER**

## **Samson Primary School**

Samson Primary School is a vibrant school community in the southern suburbs, with approximately 360 students. The P&C are seeking to appoint an enthusiastic and organised Canteen Manager for an ongoing part-time position to commence operations beginning Term 2, 2022. Samson P&C are committed to promoting healthy eating and providing nutritious food at an affordable price for our students and staff.

Reporting to the Canteen Convenor and P&C, the Canteen Manager's main objective will be to coordinate the effective and safe operation of the school canteen 'The Little Lunchbox', ensuring that healthy food and drink options are provided to students and staff, and that the canteen remains viable. Volunteer administration will be managed by the Canteen committee, however the Canteen Manager will be responsible for directing and supervising volunteers.

### **Hours and pay:**

The Canteen is open 2 days per week during school terms, with time for preparation and administration included in the weekly hours. The minimum required hours are 5 hours per day, and are flexible between 8am and 3pm, with a 30 minute unpaid break. The Canteen Manager is able to use their discretion to undertake additional appropriate hours (up to a weekly total of 15 hours), as necessary. Wages are in accordance with the Fast Food Industry Award 2010, Level 3.

### **Who we are looking for:**

- Organised, efficient, honest, cheerful and uses initiative
- Knowledge of food preparation and related health standards
- Familiarity with the School Canteen traffic light system
- Able to control the day-to-day operations of the canteen including finance
- Ability to direct volunteers effectively and respectfully
- Experience dealing with suppliers, ordering and exercising stock control
- Experience in online ordering, email and computer systems
- Able to comply with State Government vaccination requirements

### **To be considered for this position you must address the following selection criteria:**

- Experience as a Canteen Manager/Supervisor, or similar position in the food industry.
- 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.
- Competent computer skills, along with the ability to use social media and other outlets as a form of communication with the school community.

### **Qualifications required:**

- Currently holds (or willing to obtain) appropriate Canteen accreditations
- A current Working with Children Card and National Police Clearance

**To apply for this opportunity:**

Please send your resume including details of two referees, along with a covering letter addressing the selection criteria listed above, by **Friday April 22, 2022** via email to our P&C Canteen Convenor Nadia Ashton at [samsonpandc@gmail.com](mailto:samsonpandc@gmail.com)

If you have any queries, or for a full job description, please email Nadia on the above email.