



Kelmscott Primary School P&C Association

Kelmscott Primary School P&C is seeking an experienced, enthusiastic, and organised Canteen Manager for a part time position to commence in Term 3.

The school canteen operates 4 days per week. Kelmscott Primary P&C are committed to promoting healthy eating and providing healthy, nutritious food at affordable prices to staff and students.

The Canteen Manager is responsible for coordinating safe and effective operation of the canteen.

Job Requirements

- Provide healthy, nutritious food to staff and students
- Report to the P&C President
- Working with the Canteen Subcommittee
- Volunteer roster will be managed by the P&C and the Canteen Manager is to supervise and direct volunteers

Pay is in accordance with the Fast-Food Industry Award 2012, Level 3.

The canteen will be open 4 days a week during school terms. Hours are approximately 5 per day and will include time for preparation, admin, banking, ordering supplies and /or shopping in the weekly hours.

Preferred working hours are 7am - 12pm, however this is negotiable to suit appropriate candidate and allowing enough time to have lunches ready for 11am. Currently the canteen opens before school and at lunch only.

Qualifications/ Experience

- Experience as a canteen manager or similar
- Demonstrated an ability to lead, plan and organise day to day operation including financial management.
- Knowledge of the Dept of Education's healthy Food and Drink Policy.
- High level of written and verbal communication skills
- Completed Food safe Handler training (or equivalent)
- Current working with Children's check and National Police Clearance
- Current Driver's License
- Competent computer skills

Written applications including current resume, list of previous experience and cover letter addressing the above requirements are to be emailed to P&C President Susan Smith

kelmscottprimarypnc@gmail.com by close of business Friday 22nd July 2022.