



EAST HAMILTON HILL PRIMARY SCHOOL

PARENTS & CITIZENS ASSOCIATION

27 Bradbury Road, Hamilton Hill WA 6163

ABN: 53 885 695 050

East Hamilton Hill Primary School

Casual Canteen Manager

- 2 Days (14 hours Per Week – plus occasional special events)
- Modern Commercial Kitchen/Welcoming School Community
- Hourly rate in accordance with the Fast Food Industry Award

The East Hamilton Hill Primary School Parents & Citizens Association (P&C) is seeking an experienced and innovative Canteen Manager to join the school community with an immediate start.

We are an Independent Public School of 220 students with a Canteen that currently operates twice a week on Wednesdays and Fridays. We are seeking a highly motivated, energetic person to effectively manage the school canteen, collaborate with our P&C, and to provide East Hamilton Hill Primary School students and faculty with a healthy and happy food service.

Skills and knowledge:

- Demonstrate ability to lead, plan, organise and control the day-to-day operations of the canteen including cooking and food preparation, ordering of stock and equipment, manage volunteers and balance daily takings
- Have strong administrative computer skills with an ability to learn new software
- Certificate of, or willingness to complete the Department of Education's Healthy Food and Drink policy, Food Safety and Hygiene
- Completed or willing to complete the Traffic Light system training
- Have a current Working with Children Check and Police Clearance
- Provide creative input and prepare the menu
- Ensuring the canteen is kept clean and well maintained to industry standard
- Sound knowledge of Occupational Safety and Health principles in relation to manual handling and work safe practices, with a commitment to applying them
- Excellent interpersonal and communication skills, with the ability to relate to students, staff and suppliers
- Ability to adjust to priorities and complete tasks in a timely manner
- Ability to work effectively as a team player or autonomously
- Perform other duties as assigned by the Parents and Citizens Association

Desirable criteria:

- Tertiary qualifications in canteen operations or similar qualifications (e.g., TAFE Canteen Management course)
- Experience as a canteen supervisor or similar
- Knowledge of the nutritional requirements of school aged students



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To be considered for this position address the above criteria, provide a current resume and referees that the selection panel may contact regarding your application. Please forward your application to president.ehps@gmail.com. A position description detailing the duties involved can be found below.

Applications close Monday 31st October 2022.

For more information, please contact Ms Georgina Stocker (P&C President) via email at president.ehps@gmail.com