



Primary School Canteen Manager

Advertiser: Collier Primary School P&C

Job Information

Start Date: 27th April 2023

Employment Type: Casual

Hours: Approximately 24 hours per fortnight (during school term times only – some additional hours may be required/available for special events). The minimum required hours are 5.5 hours per day.

Location: Collier Primary School, COMO WA

Award: Hourly rate in accordance with Fast Food Industry Award 2010 (Level 3)

About Collier Primary School Canteen

Collier Primary School Canteen is a not-for-profit food service operated by the Collier Primary P&C.

The Canteen is open 2 days per week (Mondays and Thursdays; however, this is negotiable to suit the appropriate candidate), with extra time for preparation and administration, most weeks during school terms.

Collier Primary School has been in operation for 70 years. Current student enrolment is approx 290.

The Collier Primary Canteen has a menu offering a range of popular healthy meals and snacks for students and staff.

About the applicant

Qualifications

Will attend or have completed the following courses:

- TAFE School Canteen Management Course or equivalent in Canteen Operations.

- Food Safety Handling
- Traffic Light Training
- Working with Children Check and National Police Clearance

Willingness to participate in ongoing professional development to maintain knowledge of best practices in canteen management is also essential.

Experience and Skills

- 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 cooking and food preparation, ordering of stock, managing volunteers and financial management.
- High level of written and verbal communication skills.
- Provide creative input and prepare the menu.
- Competent computer skills and the ability to use social media and other outlets to communicate with the school community.
- Ensure the canteen is kept clean and well maintained to industry standard.
- Ability to adjust to priorities and complete tasks on time.

Personal qualities & behavioural traits

- Demonstrated passion for healthy and nutritious food.
- Possesses excellent interpersonal skills that will enable the development of positive and friendly relationships with students and the school community.
- Ability to work effectively as a team player.
- Ability to work autonomously as some days there are no volunteers.
- Honest and reliable, with the ability to maintain confidentiality.

How to Apply

Applications must be submitted to the Collier Primary P&C email collierpnc_canteen@hotmail.com, with subject: **CM2023** and include:

- A 1-page cover letter that addresses the experience and skills listed above.
- A current resume with the contact details of referees whom the selection committee may contact regarding your application.

If you have any questions before applying or would like a copy of the full position description, please contact Collier Primary P&C Canteen Coordinator Victoria Tan via email at collierpnc_canteen@hotmail.com

Closing date for applications: Friday 31 March 2023