



Newborough Primary School P&C is looking for a Canteen Manager who enjoys working with children, is passionate about food, loves their work and has a great community spirit.

The successful candidate will work alongside our 2 Casual paid staff (on Fridays) and numerous volunteers. We cater for a large and diverse school population of approximately 400, including students, teaching and administration staff.

Our Canteen is a fast-paced working environment, open 3 days per week.

It is the responsibility of the Canteen Manager to:

- Prepare and cook fresh snacks and meals onsite, including bulk cooking for stocking the freezer.
- Purchase Canteen approved items from vendors.
- Promote a healthy and interesting menu that adheres to the food Traffic Light System.
- Maintain stock levels to ensure ingredients are fresh and of high quality.
- Manage the Quickcliq online ordering system.
- Encourage volunteer participation and co-ordinate attendance.
- Adhere to relevant safety and hygiene guidelines, including advice from the local Council.
- Keep up to date with WASCA guidelines and policies.
- Provide updates to the P&C.
- Financial Reporting of expenses to the P&C Treasurer.
- Uphold the core values of our school: Respect, Kindness, Teamwork, Challenge Yourself

Skills and experience required for this role:

- Previous experience in managing or assisting in a canteen or commercial kitchen is highly preferable but not essential.
- Excellent customer service.
- Ability to meet deadlines.
- Ability to lead and work within a team.
- Excellent interpersonal skills.
- Cash handling experience.
- Willingness to complete WASCA training, seminars and/or other relevant courses.
- Working With Children Check (including Police Clearance).

If you are interested in this role or would like further information, please forward your CV or enquiries to our P&C President, Laurie McCallum, at laurie@atlaspacegroup.com.au