



**Fairview Primary School, Collie
Casual Canteen Manager**

- 2 Days (minimum 11 hours Per Week – plus occasional special events)
- Hourly rate in accordance with the Fast Food Industry Award, Level 3

The Fairview 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 approximately 200 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 Fairview Primary School students and staff 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, responsible for directing and supervising volunteers and balance daily takings;
- Have strong administrative computer skills with an ability to learn new software;
- Certificate of, or willingness to complete the FoodSafe Handler Training and All about Allergens training;
- 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;
- Maintain effective financial reporting to our P & C Treasurer;
- 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;
- Uphold the core values of our school;
- Perform other duties as assigned by the Parents and Citizens Association

Desirable criteria:

- Experience as a canteen manager or similar
- Knowledge and familiarity of WASCA guidelines and policies is an advantage but, a willingness to attend or complete Traffic Light training, WASCA seminars and/or other relevant courses is desirable;
- Knowledge of the nutritional requirements of school aged students

**** MUST BE AVAILABLE TO START IMMEDIATELY ****

Written applications to be marked '*Canteen Manager Application*' and sent to:

Fairview Primary P&C President
fairviewprimarypc@gmail.com

Please provide:

- Your current Curriculum Vitae.
- Contact details of two referees that can be contacted by telephone if a verbal reference is required.
- A brief written statement outlining how your knowledge and experience of the selection criteria makes you the ideal candidate for the position.

Any queries should be directed to Benita Spencer, Fairview Primary P&C President, by emailing fairviewprimarypc@gmail.com. A complete job description is available on request.

Applications close: Thursday 6th July 2023