

School Canteen Manager (Part time, minimum 25 hours/week) Challis Community Primary School P&C

Challis Community Primary School is a proud, Independent Primary School of approximately 900 students. The Canteen is run by the school's Parents & Citizens Association (P&C), and we are looking to employ a Canteen Manager to effectively and safely manage the canteen. You will be a self motivated and organised individual with good relationship management skills who can adapt quickly when the need arises. We are looking for someone with a background working in and managing staff within the hospitality industry to fill this position. We are willing to pay above the Award rate to a suitably experienced applicant.

An exciting opportunity exists to streamline canteen operations to deliver a fresh offering to the school community as it relates to canteen services. We are seeking to employ somebody with enthusiasm for creating a fresh healthy menu for our school community.

To be considered for this position, you will need to demonstrate the following essential criteria which will form the basis for the duties of the role:

- Ability to motivate and organise volunteers and other staff members and generally relate well with the students and school staff.
- Prepare fresh meals.
- Manage canteen stock (including responsibility for stock take and ordering)
- Set healthy menu in accordance with Traffic Light Guide Lines
- Undertake general serving duties of food and refreshments
- Operate online ordering systems
- Maintain canteen cleanliness & records
- Receipt of monies and dispensing change
- Banking
- Pick up some stock orders
- Manage petty cash
- Undertake management of day-to-day operations of the canteen.

You will be competent in and display the following qualities:

- A friendly customer manner especially with children
- Good communication skills
- Work well under pressure
- Excellent time management skills
- Be honest
- Be reliable
- Be enthusiastic
- A team worker
- Have a passion for fresh foods and creative menu ideas



Challis Community Primary School P&C

ABN: 55 511 658 550

40 Braemore Street, ARMADALE WA 6112

Email: challisschoolspandc@hotmail.com

Must have:

- Current National Police clearance
- Current working with children clearance
- Minimum two relevant industry references
- Drivers licence

Certifications required:

- Traffic light training & Food handling certificate
- FoodSafe Food Handler training (or its equivalent)
- Food Allergy Awareness training

To be considered, applications should include a letter outlining your ability to meet the above criteria, a current resume and two referees to the Challis P & C President, Debbie Aggett at: challisschoolspandc@hotmail.com before close of business on Tuesday 12th December, 2023 (5:00pm). For any inquiries please contact Deb Adams (P&C Secretary) on 0424824392. Shortlisted candidates need to be available for interview on Thursday 14th December at Challis Community Primary School.