

Bull Creek Primary School Parents & Citizens Association



Position: Canteen Manager

Bull Creek Primary School's canteen is run by the P&C – a not-for-profit organisation. The canteen provides freshly prepared meals to our students from Monday to Friday as well as to Rossmoyne Primary School (Tuesday & Thursday) and Bateman Primary School (Wednesday).

We are looking for a Canteen Manager to commence from Term 1, 2024.

About the Role:

We are seeking a leader who is passionate about making a difference, thrives under pressure, is great with children and works in a friendly and approachable manner.

It is a paid, casual position, but we want to offer guaranteed shifts on Monday to Friday, from 8:30 am to 2:30 pm, during school terms. The pay rate is set in accordance with the latest Fast Food Industry Award.

Responsibilities include:

- Preparing and selling meals
- Delivering meals to Rossmoyne and Bateman Primary Schools when needed
- Liaising with Rossmoyne and Bateman Primary Schools P&C when needed
- Recruiting and coordinating volunteers
- Managing stock levels
- Operating a till and an online ordering system
- Planning a canteen menu that meets the food traffic light system
- Ensuring the business is compliant with the City of Melville's food safety regulations

Skills and Knowledge

Essential:

- Working with Children Certificate (can be obtained once employed)
- Completed, or willingness to complete, FoodSafe Food Handler training (or equivalent)
- Competent computer skills
- Exceptional communication skills (with parents, children & volunteers)

Desirable:

- Experience working in a school canteen or similar
- Experience preparing food in a commercial kitchen

If you are an exceptional Canteen Manager looking to make a real impact on the school and brighten up our kids' day, we would love to hear from you!

Please send a cover letter & CV to bcpspandc@outlook.com