

Job Position – Canteen Coordinator

Hampton Park Primary School's Canteen is run by the P&C (Parents & Citizens Association), a not for profit volunteer organisation. The canteen provides freshly prepared meals to our students and staff each week. We are now seeking a responsible person with a positive can do attitude to coordinate our school canteen.

About the role:

The position is casual Mondays and Tuesdays, approximately 12 hours per week and will be paid at the appropriate award. We hope to open the canteen up to four days in the near future, this means the days/hours will increase. We aim to find a successful applicant to start working on February 26th 2024. You will be working closely with parent volunteers, school staff and our students. The successful applicant will be able to address the following requirements.

Skills/Experience/Personal Attributes:

- Experience in a canteen or food-service related industry
- Experience with managing and ordering stock
- Competent money handling and adequate financial record keeping skills
- Completed Foodsafe Food Handler Training (or willingness to complete)
- Completed All about Allergens for Schools Training (or willingness to complete)
- Current Working with Children check and Police Clearances (or willingness to obtain)
- Responsible, respectful, and reliable attitude
- Ability to work collaboratively with your employer
- Ability to coordinate a small team of volunteers in a fun and comfortable environment
- Ability to provide fresh cooked meals and creative menu options for students and staff
- Ability to keep a clean and hygienic work space
- Strong verbal and written communication skills/computer literate.

If you would like to apply for this position, please submit a cover letter addressing the above requirements and your current resume with the relevant references to the P&C President at info@hppspandc.org.au by February 18th 2024.