

Newton Primary School P&C Association

Job Position - Canteen Supervisor Role

About the role:

We are looking for a Canteen Supervisor who is enthusiastic and friendly for our independent primary school located in Spearwood. The job will be on a casual basis with the day/days of operation to be agreed upon with the P&C and the Principal. The successful applicant will begin trading in Term 2 2024

- Casual position
- Minimum 18 hours per week, 8.15am to 2.15pm 3 days per week. (currently Wednesday, Thursday & Friday). Option for a 4th day.
- Award rate \$31.43 per hour + 10.5% superannuation.

Responsibilities:

The Canteen Supervisor will work in conjunction with the P&C and the school Principal and be responsible for the following:

- Daily operation of the canteen, minimum 3 days per week of trading
- Comply with the requirements of the National Food Safety Standards, undergo appropriate training and keep records as appropriate to food safety controls
- Implement the Department of Education's Healthy Food and Drink Policy
- Provide a pleasant and positive work environment for all volunteers
- Recruit and management of volunteers, providing inductions and associated record keeping
- Stock control, including the ordering and receiving of stock and managing appropriate stock controls
- Communication with the school community to promote the canteen and manage orders and events

Skills and Knowledge:

- Demonstrated ability to lead, plan, organise and control day to day operations of the canteen, including finance
- Demonstrated ability to build morale, motivate and generally relate well to students and staff
- High level of written and verbal communication skills
- Knowledge of the Department of Education's Healthy Food and Drink Policy and Traffic Light System
- Completed or willingness to complete the Traffic Light training
- Completed or willingness to complete Food safety Supervisor training, Foodsafe Food Handler and All About Allergens training
- Competent computer skills
- Current Working With Children and Police Clearance
- Current driver's licence, reliable vehicle and telephone

If you are interested in applying, please email your resume and cover letter to newtonprimarypandc@gmail.com

Applications close 5pm Friday 8th March 2024.