

Inglewood Primary School Parent and Citizens Canteen Casual Canteen Assistant

**Modern Kitchen in a Welcoming School Community
2 Days Per Week Tuesdays and Thursdays total of 9.5 hrs / wk.
Level 1 salary \$26.25 per hour**

Inglewood Primary School is a proud, Independent State, Public Primary School of approximately 630 students. The canteen is run by the school's Parents & Citizens Association (P&C) and is seeking a Casual Canteen Assistant to join our fun and friendly team.

This Casual position will be for 9.5 hours per week over 2 days 8.00am to 1.15pm on Tuesdays and 8.30am - 12:30 pm on Thursdays, during term only; commencing as soon as possible. As a Casual Canteen Assistant, you will be expected to perform various tasks including the day-to-day operations of the canteen. Canteen staff work according to direction from the Canteen Supervisor and liaise with the Canteen Coordinator. All profits are returned to the school for the student's benefit.

Essential Criteria:

- Current Working with Children Check or ability to gain.
- Current driver's license, reliable and insured vehicle and mobile phone.
- Knowledge of the Department of Education's *Healthy Food and Drink* policy
- Completed, or willingness to complete, Traffic Light training
- Completed, or willingness to complete, Allergy Awareness training
- Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent)
- Competent computer skills

Desirable criteria:

- Experience in a canteen or food service.
- A good sense of humour and ability to cope with a myriad of musical tastes!
- COVID safe training

Demonstrated ability to:

- Have a friendly disposition, and a helpful nature when interacting with students, parents, canteen staff, school staff and volunteers; including instruct new volunteers in correct food preparation and serving.
- Work cooperatively in a team, and sometimes with no direct supervision. Available to work other days / Special events if required (if advance notice given).
- Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen. Prepare, cook, pack and serve pre-ordered lunches to school community at recess, lunch and after lunch sales. Prepare freshly made sushi on Thursdays + Deliver lunches to the pre primary site on Thursdays (possibly Tuesdays later in 2023) using your own reliable and insured vehicle.
- Operate and maintain online ordering systems. Inglewood Primary School uses Quickcliq, over the counter orders/sales, and Handle both cash and electronic payments via tab/square,
- Cleaning duties, including dishwashing, to keep the canteen in a clean and tidy work environment.
- Responsible for securing the canteen during and after hours. Keep the canteen door locked during operating hours and secure the canteen at the end of the daily operations (keys, windows, doors, fridges, freezers) or at any other time that it is left unattended.

Full orientation will be provided to the successful applicant. To be considered Applications should include a letter outlining your ability to meet the above criteria, a current resume + 2 referees to the Inglewood P & C President, Jem Plaisted: inglewoodpandcpres@gmail.com before close of business on 16th Feb 2023.