

Job Position – Canteen Manager

West Balcatta 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 permanent part-time (approximately 24 hours per week). The canteen is currently open on Mondays, Wednesdays, Thursdays and Fridays but a different day configuration may be considered for the right candidate. This position will be paid at the appropriate award. We aim to find a successful applicant to start working on Monday 24th June 2024 to enable a week of handover. You will be working closely with parent volunteers, school staff and our students. The successful applicant will be able to address the following requirements.

Duties / Responsibilities:

- The Canteen Manager will be responsible for the daily operation of the school canteen.
- Implement the Department of Education's Student Health Care Policy and Procedures (SHC policy) (formerly the Healthy Food and Drink policy).
- Ensure a pleasant working environment for all volunteer staff and provide appropriate support and training in handling and hygiene practices.
- Provide pleasant and positive interaction with school students, staff and parents.
- Work closely with the P&C Canteen Executive and broader committee to align on canteen vision and compilation of monthly reports.
- 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.
- Responsible for preparation and review/update of menus and sale of foods which meet the standards set under the Traffic Light System, the School's Canteen Policy and student requests.
- Responsible for counting, recording, reconciling the daily takings in accordance with P&C requirements and weekly banking.
- Responsible for ordering, purchasing and checking all supplies against invoices.
- Responsible for general cleaning to be carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures) in accordance with cleaning procedures.

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.
- Responsible, respectful, and reliable attitude.
- Ability to work collaboratively with the P&C.

WEST BALCATTÀ PRIMARY SCHOOL

PARENTS & CITIZENS ASSOCIATION (P&C)



- 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.
- Basic computer literacy, including software such as MYOB (for invoicing), Microsoft Office and Spriggys (or willingness to learn).

Training and qualifications:

- Current Working with Children check and Police Clearances (or willingness to obtain).
- Completed Foodsafe Food Handler Training (or willingness to complete).
- Completed All about Allergens for Schools Training (or willingness to complete).

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 president@westbalcattapc.org.au by Friday 24th May 2024.