Canteen Supervisor (Part-Time)

Wanneroo Secondary College Parents and Citizens Association (WSC P&C) (the ‘employer’) are seeking to employ One Canteen supervisor to manage the daily operation of the school Canteen.

Canteen staff are valued members of the Wanneroo Secondary College’s School community and are expected to uphold the values of Wanneroo Secondary College. The Supervisor will be employed on a part-time basis for 30-35 (negotiable) hours per week Monday to Friday during school term time i.e for 40 weeks of the year.

Leave entitlements and Conditions as per the current Fast Food Industry Award [MA000003].

**Key Duties**

• Ability to motivate and organise canteen staff members and generally relate well with the students and school staff.

• Prepare fresh meals.

• Manage canteen stock (including responsibility for stock take and ordering)

• Set healthy menu in accordance with Traffic Light Guidelines

• Undertake general serving duties of food and refreshments

• Maintain canteen cleanliness & records

• Receipt of monies and dispensing change

• Banking

• Pick up some stock orders

• Manage petty cash

• Undertake management of day-to-day operations onsite of the canteen.

**The Canteen Supervisor will have:**

• Current Working with Children Check and Police Clearance.

• Current driver’s license, reliable vehicle and telephone.

* Minimum two years’ experience in a School Canteen or food services.

**Certifications required:**

• Completed FoodSafe Food Handler training (or its equivalent).

• Completed All about Allergens training.

• Completed Food Safety Supervisor training, renewed every 5 years.

• Competent computer skills.

Please include a cover letter with your application, along with an updated resume including names and contact details of 2 referees. Please email to [wannerooscpnc@outlook.com](mailto:wannerooscpnc@outlook.com)

Canteen Assistant (Casual)

Wanneroo Secondary College Parents and Citizens Association (WSC P&C) (the ‘employer’) are seeking to employ One Canteen Assistant to join our friendly team.

Canteen staff are valued members of the Wanneroo Secondary College’s School community and are expected to uphold the values of Wanneroo Secondary College. The Canteen Assistant will be employed on a casual basis for 10-20 (negotiable) hours per week Monday to Friday during school term time i.e for 40 weeks of the year.

Leave entitlements and Conditions as per the current Fast Food Industry Award [MA000003].

**Key Duties**

• Have a friendly disposition and a helpful nature when interacting with students, parents, canteen staff and school staff

• Ability to work cooperatively in a team, as well as independently when needed.

• Ability to assist with the day-to-day operations of the canteen.

• Ability to work in a high-pressure situation and a fast-paced environment.

• Perform cleaning duties, including dishwashing, to maintain a clean and tidy work environment.

* Restock of items – using old stock first
* Prepare lunch orders.

**The Canteen Assistant will have:**

• Current Working with Children Check and Police Clearance.

**Certifications required:**

• Completed FoodSafe Food Handler training (or its equivalent).

• Completed All about Allergens training.

Please include a cover letter with your application, along with an updated resume including names and contact details of 2 referees. Please email to [wannerooscpnc@outlook.com](mailto:wannerooscpnc@outlook.com)