



EAST HAMILTON HILL PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION
27 Bradbury Road, Hamilton Hill WA 6163
ABN: 53 885 695 050

East Hamilton Hill Primary School
Casual Canteen Manager

- 2 Days (14 hours Per Week – plus occasional special events)
- Modern Commercial Kitchen/Welcoming School Community
- Hourly rate in accordance with the Fast Food Industry Award

The East Hamilton Hill Primary School Parents & Citizens Association (P&C) is seeking an experienced and innovative Canteen Manager to join the school community with a Term 4 start.

We are an Independent Public School of 260 students with a Canteen that currently operates twice a week on Wednesdays and Fridays. We are seeking a highly motivated, energetic person to effectively manage the school canteen, collaborate with our P&C, and to provide East Hamilton Hill Primary School students and faculty with a healthy and happy food service.

Skills and knowledge:

- Demonstrate ability to lead, plan, organise and control the day-to-day operations of the canteen including cooking and food preparation, ordering of stock and equipment, manage volunteers and balance daily takings
- Have strong administrative computer skills with an ability to learn new software
- Certificate of, or willingness to complete the Department of Education's Healthy Food and Drink policy, Food Safety and Hygiene, Food Safety Supervisor Training
- Completed or willing to complete the Traffic Light system training
- Have a current Working with Children Check and Police Clearance
- Provide creative input and prepare the menu
- Ensuring the canteen is kept clean and well maintained to industry standard
- Sound knowledge of Occupational Safety and Health principles in relation to manual handling and work safe practices, with a commitment to applying them
- Excellent interpersonal and communication skills, with the ability to relate to students, staff and suppliers
- Ability to adjust to priorities and complete tasks in a timely manner
- Ability to work effectively as a team player or autonomously
- Perform other duties as assigned by the Parents and Citizens Association



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Desirable criteria:

- Tertiary qualifications in canteen operations or similar qualifications (e.g., TAFE Canteen Management course - desired but not essential)
- Experience as a canteen supervisor or similar
- Knowledge of the nutritional requirements of school aged students

To be considered for this position address the above criteria, provide a current resume and referees that we may contact regarding your application. A position description detailing the duties involved can be forwarded to interested applicants.

Job Type: Casual

Pay: \$28.00 – \$35.00 per hour

Schedule:

- Day shift
- Fixed shift
- Morning shift
- No weekends

Ability to commute:

- Hamilton Hill, WA: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Food service: 1 year (Preferred)

Work Authorisation:

- Australia (Required)

Application Deadline: 26/10/2024

Interested? Please send your resume to president.ehhps@gmail.com



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POSITION DESCRIPTION: Canteen Manager

The duties of the role include but are not limited to:

1. Daily operations, ensuring a healthy food service is provided.
2. Financial responsibility of the canteen.
3. Managing the canteen assistant.
4. Menu development.
5. Cleaning canteen and ensuring all food safety regulations are met.

This position reports to the Canteen Committee in regard to any changes that are required within the role itself, or the canteen in general. This is inclusive but not limited to:

1. Changes to the menu of the canteen
2. Purchases of Equipment or Appliances
3. Any substantial change to the standard functions of the canteen.

The Canteen Committee is accountable to East Hamilton Hill Primary School P&C Association.

TERMS AND CONDITIONS OF YOUR EMPLOYMENT

The terms and conditions of your employment will be as those set out in the Fast Food Industry Award 2010 (MA000003). Specifically, you will be employed on a basis of 14 hours per week (including all necessary breaks), to be worked each Wednesday 7:45am to 3.00. These hours will be reviewed and altered if necessary, at the end of each term.

Your employment may be terminated at any time by providing you with notice, to apply at the end of your current engagement.

REMUNERATION

You will be paid fortnightly at an hourly rate in accordance with the Fast Food Industry Award 2010, inclusive of the applicable casual loading. This is reviewed and adjusted yearly with accordance of the award rate.

East Hamilton Hill Primary School will also make superannuation payments on your behalf in accordance with the Superannuation Guarantee (Administration) Act of 1992.

Your remuneration will be reviewed annually and may be increased at the employer's discretion.

PROBATION

Your employment will initially be subject to a 6-month probationary period with your performance monitored during this time. Your continued employment will be confirmed before the end of your probationary period.

LEAVE

As per the NES, as a casual employee, you are not entitled to paid Annual or Personal Leave. You are however entitled to bereavement leave as per the NES.

POLICIES & PROCEDURES

You should be aware of all policies and procedures of the school, relevant to your job description. This includes but is not limited to:

1. Occupational Health and Safety Policies
2. Smoking and Alcohol Policy
3. Grievance Procedure
4. Policies and procedures set out by WASCA