

Richmond Primary School

Richmond Primary School's P&C is looking for a Canteen Manager for a casual/part time basis of 17 hours per week in East Fremantle, working days are Wednesday & Fridays, with 2 hours preparation ideally on Tuesdays. The role is reporting to the school P&C which is a not-for-profit volunteer organisation. The Canteen Manager is responsible for the overall management of the canteen and its daily operations. We are seeking a positive person with a friendly nature and can-do attitude for a start in 2025.

Key Responsibilities include:

- Oversee the daily operations of the school canteen.
- Sourcing school volunteers for the Friday shift.
- Provide great customer service to students and staff, adopting a welcoming and positive environment.
- Supervise, train, and manage canteen staff and hospitality assistants.
- Plan a balanced, nutritious menu that caters to various dietary requirements.
- Maintain accurate financial records, including daily sales, expenses, and stock levels.
- Maintain cleanliness and hygiene standards in all areas of the canteen and conduct regular inspections to ensure compliance with health and safety regulations.
- Manage the canteen's budget, including ordering supplies, managing inventory, and pricing items appropriately with assistance from the school P&C.

Applicants must:

- Hold a valid WA Working with Children Check and Police Clearance
- Food handling certificate, Food Supervisor Safety Certificate and Allergy Aware/All About Allergens for Schools Certificate (all can be obtained after offer of employment)

Enquiries should be made directly to the school P&C: pandc.richmond.ps@gmail.com

You'll notice we didn't mention anything about your age, gender, ethnicity or background. That's because we're an equal opportunity employer. We embrace diversity.

Applications close: 3.00pm Friday 11th October 2024.