

Canteen Supervisor

Lesmurdie Senior High School

Commencing 6 May 2024



The LSHS 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 and is looking to employ a Canteen Supervisor to manage the canteen effectively and safely. The position is a full time or part time shared position from 7.30am until 3.00pm Monday to Friday. The position will support the development of strong relationships within the school community in particular with the students, parents and volunteers, teachers, and other school personnel. The canteen's objective is to provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. The position reports to the P&C Canteen Committee, attending two meetings each term and also provide a written report to the P&C Committee twice a term. A three-month probationary period applies.

About the role

You will be working closely with parent volunteers, school staff and our students. The successful applicant will be able to address the following requirements.

Selection Criteria

Essential

- Experience in a canteen or food-service related industry
- Experience with managing and ordering stock
- Current Working With Children and Nationally Coordinated Criminal History checks or willingness to obtain.
- Ability to work collaboratively with your employer
- Demonstrate leadership skills and the ability to work effectively within a team and build positive relationships with students, staff, and the community while managing day-to-day operations of the Canteen.
- Ability to keep a clean and hygienic workspace
- Receipt of monies and dispensing change, banking, manage petty cash
- Possess excellent customer service, money handling, and strong written and verbal communication skills.
- Adhere to the food Traffic Light System, ensuring a healthy and appealing menu, while staying updated on WASCA guidelines and policies.
- Competent computer skills for online ordering, record keeping, emails, Quickclic and EFTPOS.

Desirable

- *Food Safety Supervisors Training (or willingness to complete) desirable*
- *Food Safe Food Handler Certificate (or willingness to complete)*
- *Hand Hygiene Online Course (or willingness to complete)*
- *All about Allergens and Food Allergy Awareness training (or willingness to complete)*

You will be competent in and display the following qualities:

- A friendly customer manner especially with children
- Good communication skills
- Work well under pressure
- Excellent time management skills
- Be honest, reliable, enthusiastic and a team worker

- Have a passion for fresh foods and creative menu ideas

Please contact Hannah at parent_citizenlshs@outlook.com for further information.

When applying, please ensure you have the following documents with your application

- Covering letter of no more than 2 pages addressing the Selection Criteria
- Resume no more than 2 pages long including any details of academic qualifications or experience past and current roles
- Copy of WWCC (if you have one)
- First Aid Certificate (if you have one)
- Copies of relevant qualification certificates/academic transcripts
- Proof of residency status
- Contact details for three referees

Please email your application to Katharine.harrington@education.wa.edu.au by 8.00am Monday 15 April 2024.