



St Cecilia's Catholic Primary School

CANTEEN POSITION

St Cecilia's Catholic Primary School requires an efficient, enthusiastic Canteen Supervisor to work in our canteen from Week Three Term Two.

The canteen will be open a minimum of three days per week (Wednesday to Friday) during school terms, operating 8:30am until approximately 1:00pm each day. The Canteen Supervisor will be responsible for the daily operation of the school canteen, implementing the Department of Education's *Healthy Food and Drink* policy.

Duties will include:

- Ensuring stock is kept at an adequate level, is rotated correctly and is not held in excessive quantities
- Ensure that all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the canteen policy
- Prepare the canteen for daily operations. Collate all orders and prepare food for sale in an efficient manner with appropriate processes and portion control practices thus ensuring wastage is kept to a minimum
- Serve students at recess and lunchtimes
- Design, distribute and promote appropriate seasonal menus in consultation with the Principal
- Consider other opportunities available to the canteen to further service the school community, e.g. catering for meetings and special events
- Consult with the Principal for replacement or maintenance of equipment and on any problems arising in the conduct of the canteen
- Implement correct formulas, in consultation with the Principal, for applying selling prices to ensure all operating overheads are covered
- Maintain adequate financial records to ensure all earnings and expenditure is accounted for
- Operate and maintain online ordering systems
- Comply with the *Food Act 2008 (WA)*; the *Food Regulation 2009*; and the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*
- Maintain a safe, clean work environment

To be considered, candidates must meet the following criteria:

- Have a current Working with Children Check and Police Clearance
- Demonstrated knowledge and understanding of healthy eating and healthy food choices in accordance with the Department of Education and Training *Healthy Food and Drink Policy*
- Experience and demonstrated ability to safely handle, prepare, serve and promote healthy foods, in accordance with the Catholic Education Commission Western Australia (CECWA) Occupational Safety and Health in Schools policy
- Demonstrated ability to work as a team member
- Demonstrated time management skills and ability to control day to day operations of a school canteen
- Understanding of Occupational Health and Safety principles
- Interest in food preparation and nutritional requirements of school aged students

Faith Family Friendship

Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent) will be highly regarded.

It is a requirement of employment that consent to Employment Screening checks will be completed. It is also a requirement that all school-based staff undertake Mandatory Reporting training and be inducted on our Code of Conduct.

All enquiries and resumes should be sent to

The Principal, Mrs Mandy Sheen
St Cecilia's Catholic Primary
35 Sutherland Street
PORT HEDLAND WA 6721
P: 08 9174 7000

E: admin@stcecilia.wa.edu.au (Please include *Canteen Supervisor* in the subject heading.)

Please provide an up-to-date resume outlining your experience and please provide contact details for at least two referees.

Applications close Friday 12 April 2024.