

Canteen Manager

Gowrie Primary School - Canberra ACT

Employment Status: Permanent Part Time (Wednesday – Friday 8:30am – 1:00pm)

Expected Start Date: Term 2, 2020

Salary/Award: Fast Food Industry Award 2010 Level 3 (Canteen Manager)

About Us:

Gowrie Primary School is located in the southern suburb of Gowrie, ACT, with approximately 320 students. The canteen is run by the school P&C Association and operates 3 days per week.

Sadly, our current Canteen Manager has resigned so we are seeking an experienced person to fill this valued role from Term 2, 2020.

Working hours:

The Canteen operates Wednesday to Friday from 8.30am to 1pm, except for school holidays

Immediate Manager:

The Canteen Manager reports to the P&C President and the other members of the P&C.

About the role:

- As the Canteen Manager you will be responsible for the profitable management and operation of the school canteen in accordance with the ACT Public Schools Food and Drink Policy 2015, and the 2010 National Healthy School Canteens Guidelines.
- You will support the development of strong relationships in the school community in particular with the students, parents and volunteers, teachers, and other school personnel.

Key Responsibilities include:

The canteen manager is responsible for the management of the day-to-day operations of the school canteen including the following responsibilities:

- develop a seasonal menu
- cook and prepare hot and cold food and drinks
- oversee the canteen premises and assets, including managing cash and invoicing in consultation with the P&C Treasurer
- engage, manage and train volunteers
- undertake ordering and stock control
- ensure compliance with health, safety, food handling and healthy food practices and policies
- maintain records
- support P&C run events throughout the year
- uphold and demonstrate the school's values and behaviour expectations
- communicate and promote the canteen menu and service
- maintain current qualifications
- attend quarterly P&C meetings or provide a written update on the canteen, and
- have fun!

Preferred Experience/Qualifications:

- A Working With Vulnerable People card, or the ability to obtain.
- Experience cooking and packaging food in a busy environment.
- Ability to apply the ACT Public Schools Food and Drink Policy 2015, and the 2010 National Healthy School Canteens Guidelines.
- Experience with or ability to develop skills with online ordering systems e.g. Qkr!, cash handling and basic accounting.
- Although not essential, relevant food handling qualifications e.g. Certificate III Hospitality, would be an advantage.

How to Apply:

To submit an application, please tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to the Gowrie Canteen, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? (Maximum Words: 1,000).

Your application must also include your resume and contact details of 1-2 recent referees.

Contact Officer:

If you have any questions regarding this opportunity please email gowriePC@gmail.com or contact:

Michaela Field (P & C President) Ph: 0437 387 679

Carolyn Graham (P & C Vice President) Ph: 0438 466 479

Closing Date:

5pm Monday 23 March. Please email your completed application to: gowriePC@gmail.com.