

ADVERT: CANTEEN MANAGER, SCARBOROUGH PRIMARY SNACK SHACK

Our P&C operates our school's canteen, the Scarborough Primary Snack Shack.

Since Term 2 of this year the canteen has been run on a volunteer basis.

The P&C are now seeking a paid employee to oversee the canteen's operation.

Details:

Canteen open day is Friday

Casual position, comprising 5 paid hours and 2 non-paid (volunteer) hours per week

Initial appointment for Term 1 2018 with possibility for extension for the remaining 2018 school year

Please see the attached position description for further information.

Interested applicants are to submit their application by email to scarboroughprimarypc@gmail.com by Wednesday 13 December 2017.

If you have any questions, please contact Melinda Mounsey, P&C President, 0423 102 479.

DETAILED JOB DESCRIPTION: CANTEEN MANAGER

Reporting to:	Scarborough Primary School P&C Canteen Committee
Conditions of Employment:	Restaurant, Tearoom & Catering Workers Award (Level 3)
Hours:	Casual, minimum engagement 5 paid hours and 2 non-paid hours per week
Location:	Scarborough Primary School

Purpose of the position:

Together with the SPS P&C Canteen Committee develop creative menus which provide healthy food and drink choices to students that comply with all relevant policies and procedures, and maintain canteen profitability.

Responsibilities and Duties:

Understand, implement and ensure all volunteers are aware of the following policies and procedures

- SPS Healthy Food and Drink Policy Canteen Policy
- Current food handling policies and regulations to prevent food spoiling and contamination
- Traffic Light System, Department of Education
- Occupational Health and Safety legislation

Effectively manage stock:

- Order and receive stock from suppliers
- Together with the SPS P&C Canteen Committee maintain sufficient stock quantities
- Together with the SPS P&C Canteen Committee undertake end of term stock take
- Complete weekly shopping

Assist with the effective financial management of the canteen:

- Counting, recording and banking daily takings
- Review all invoices to ensure they are accurate
- Provide when necessary all financial records as requested by the SPS P&C Secretary or SPS P&C Treasurer

Maintain canteen security:

- Securing cash and keys
- Locking up at the end of the working day and switching off certain appliances
- Ensuring that only authorised people enter the canteen

Successfully coordinate volunteers:

- To ensure a sufficient supply of volunteers to help with the daily running of the canteen, as and when required
- Develop ongoing positive relationships with all volunteers

Meetings:

- Attending SPS P&C Canteen Committee meetings once a term during to provide a brief report

Miscellaneous:

- Weekly washing of canteen laundry (tea towels, aprons, oven mitts, etc.)

Academic and trades qualifications

Essential	Desirable
Will attend or have completed one or more of the following courses: <ul style="list-style-type: none">- TAFE School Canteen Management Course- StarCAP2- Traffic Light Training	<ul style="list-style-type: none">- TAFE School Canteen Management Course- StarCAP2- Traffic Light Training
Working With Children Check	
Police Clearance	

Work experience and skills

Essential	Desirable
Work experience in the food industry	Work experience in the running and management of a School Canteen

Personal qualities and behavioural traits

Essential
Possess excellent interpersonal skills that will: <ul style="list-style-type: none">- enable management and establishment of effective working relationships with parent volunteers, suppliers, canteen committee, school Principal and Teachers;- and enable development of positive and friendly relationships with students
Strong communication (verbal and written) skills which will ensure effective communication in all situations with: <ul style="list-style-type: none">- parent volunteers, suppliers, canteen committee, school Principal and Teachers;- and students
Maintain a high level of confidentiality where appropriate.