



60-80 Ley St, Manning WA 6152  
Ph: 08 9450 4068  
ABN: 59 559 766 812

## Canteen Manager

Manning Primary School P&C Association  
requires an efficient, enthusiastic Canteen Manager

### Start ASAP

Manning Primary School offers a canteen service to over 400 students 3 days a week.

This position will be approx. 21 hours a week.

Monday, Wednesday and Friday 7.30 am to 2.30 pm

This is a paid position with remuneration above award plus superannuation.

The successful candidate will be responsible for the day-to-day operations and management of the Canteen, reporting to the Canteen Co-ordinator and Canteen Committee.

The Canteen Manager is responsible for the following:

- Planning, organising and monitoring the day-to-day operations of the canteen including, record keeping, opening and closing the canteen, preparation and cooking for service.
- Ensuring food safety and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning.
- Stock management, including ordering, purchasing and checking supplies against invoices and delivery dockets.
- Ensuring stock is kept at appropriate levels and a stock take is undertaken at the end of the school term.
- Counting, recording and reconciling the daily takings.
- Training volunteers in the delivery, preparation and cooking for service and OH&S.
- Ensuring the health and safety of volunteers.

### **TRAINING AND SUPPORT WILL BE PROVIDED FOR THE ABOVE DURING A HANDOVER PERIOD WITH CURRENT CANTEEN MANAGER**

To be considered you must demonstrate the following criteria:

- Ability to prepare, cook and promote healthy, nutritious foods to children.
- Ability to work as a team member as well as supervise others.
- Time management skills and ability to control day-to-day operations of a school canteen.
- Experience with volunteers and parent groups (not essential).
- Knowledge of basic financial management systems and adhere to relevant reporting requirements.
- Adhere to relevant OH&S and food handling legislation.
- Hold a current Working With Children Certificate
- Hold a WA Police Clearance
- WA school Canteen "Traffic Light" Training (can be done online for free prior to start)
- City of South Perth "I'm Alert and FoodSafe" food safety training (Can be done online prior to start)

For more information, please contact Sonia Payne, Canteen Co-ordinator on 041 601 8043

### **To apply**

Please email your resume and cover letter to [manningps.canteen@gmail.com](mailto:manningps.canteen@gmail.com)  
Applications close Wednesday 7<sup>th</sup> Jun at 5pm.