



## CANTEEN SUPERVISOR APPLICATION

Lismore South Public School operates a school-based canteen, 2 days per week during school terms. We are seeking an enthusiastic individual to deliver an affordable, healthy meal service to children and staff. For the right candidate, there is the opportunity for increasing hours if there is further demand for the service.

Hours: 8.00am - 12.30pm Wednesdays & Fridays

The position is for Term 4, 2022, beginning 19<sup>th</sup> October, with the possibility of extension in 2023. Please note that this is a temporary position and the successful applicant is not required to work during the school holidays.

### POSITION DESCRIPTION

- The Canteen Supervisor is responsible for the management and the operation of the school canteen according to the policies and procedures of Lismore South Public School. Compliance with NSW Healthy Schools Canteen Strategy guidelines is a requirement.
- The Canteen Supervisor oversees the day-to-day operations of our school canteen, including the supervision and rostering of voluntary workers. You will need to have good planning and prioritising skills and good communication skills to work effectively with others.
- You will perform a range of tasks relating to the school canteen operations including ensuring compliance with food handling regulations, ordering and receiving supplies and reconciliation of monies received.
- You will understand the importance of providing a quality customer experience and supporting the development of positive relationships within the school community, including students, parents, volunteers and school staff.

### ACCOUNTABILITIES

- Liaise with relevant stakeholders regarding menus and any proposed amendments in line with the NSW Healthy School Canteen Strategy guidelines.
- Consolidate and submit daily takings for review and processing.
- Oversee cleaning routines to ensure that food storage and preparation areas are clean, hygienic and compliant with food handling legislation/standards; ensure that food preparation equipment is cleaned and maintained in accordance with safe work standards and safe food handling standards.
- Order, receive and check all ordered supplies' invoices/delivery dockets, ensuring that school procedures are followed.
- Produce and support periodic stocktake tasks relating to food, supplies and equipment.
- Work with the school in the rostering and supervision of voluntary workers.
- Allocate daily tasks to volunteer workers and ensure that timeframes and basic work processes are clearly communicated; facilitate on-the-job training as required.
- Work with the school to ensure the canteen reflects the needs of the school community.

### ESSENTIAL CRITERIA / OR WILLING TO OBTAIN

- Strong communication skills to work effectively with others
- Excellent planning and prioritising skills
- Experience ordering and maintaining stock

- Preparation, planning and cooking of food while maintaining a hygienic kitchen and conducting general cleaning.
- Ability to calculate and handle cash, as well as maintain daily records
- Working With Children Check for paid work (through the RTA)
- Food Safety Supervisor Certificate including HACCP
- Support Food Allergy Awareness
- Hygienic Practices for Food Safety
- Knowledge of the Nutrition in Schools Policy and the NSW Healthy Schools Canteen Strategy

## **WAGES**

Canteen Supervisor (supervising 0-4 volunteers) in accordance with the Award/Agreement: updated August 2022. The total salary package will include employer's contribution to superannuation and leave loading.

## **HOW TO APPLY:**

Email your resume and application to [lismoresth-p.school@det.nsw.edu.au](mailto:lismoresth-p.school@det.nsw.edu.au) attention Larissa Polak by close of business Thursday, 13<sup>th</sup> October 2022.

Include:

- Current resume
- Contact details of two referees
- Expression of Interest of no more than three pages. Clearly detail how your capabilities, knowledge and experience can contribute to the success of this role.

Applications will be considered by a school panel and shortlisted applicants will be invited to interview. The successful applicant will need to undergo a NSW National Police Check (conducted by the school) and complete mandatory training with the Department of Education prior to commencement date.

Queries regarding the position can be directed to the School Administration Manager by phone on or after 10th October, ph 02 6621 3433.