



# COPACABANA PUBLIC SCHOOL P&C ASSOCIATION

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## **Position Vacant – Canteen Manager at Copacabana Public School**

Copacabana Public School P&C are seeking a motivated, experienced and skilled individual to manage the operation of their School Canteen.

The School Canteen provides a lunch-order service and over-the-counter sales to students and staff on Wednesday, Thursday and Friday, as well as other catering services for the school community as required. The School Canteen operates in line with the NSW Healthy Schools Canteen Strategy.

The Canteen Manager will be required to work closely with the P&C Executive, the School Principal and the students, staff and wider school community. The position is directly answerable to the P&C Executive. Wages will be paid as per the Fast Food Industry 2010 Award. This position is a casual position paid for school terms only. The standard hours are Wednesday to Friday, 8am to 1pm.

### **The Canteen Manager will be required to:**

- Provide a high quality and nutritious canteen service to students and staff.
- Promote the products and services of the Canteen appropriately.
- Maintain high standards of hygiene in the handling, preparation, serving and storage of food.
- Recruit, supervise and organize volunteers.
- Control stock and inventories, including the ordering and receipting of goods.
- Implement the use of Qkr for online ordering.
- Uphold and implement all P&C and School policies pertinent to the running of the Canteen, including WH&S requirements and the Code of Conduct.
- Keep accurate records and accounts.
- Be responsible for the security of the Canteen, including cash, keys and stock.
- Report on the operation on the Canteen at each monthly P&C meeting.
- Liaise closely with the P&C Executive and the School Principal regarding operational issues including, but not limited to, pricing, equipment maintenance and volunteers.
- Other relevant duties as required

The successful applicant will meet the following criteria:

- Food Handling certification or equivalent
- Demonstrated understanding of healthy eating and the ability to prepare, cook and promote healthy foods
- Demonstrated time management skills and the ability to work to deadlines under pressure.
- Demonstrated business management skills including cash handling, stock management and WH&S requirements
- Excellent interpersonal and communication skills, both verbal and written
- Knowledge of the NSW Healthy School Canteen Strategy
- Capacity to manage and organise volunteers
- Flexibility, a can-do attitude and the ability to work as part of a team

Applications for this position are to include a Cover Letter addressing the Selection Criteria, a CV and the names and contact details of two referees.

### **Apply by email to:**

**Dave Muscat - Canteen Manager Selection Committee**

**Copacabana Public School P&C**

[copapandc@gmail.com](mailto:copapandc@gmail.com)

**Applications close – 3pm Monday, 26<sup>th</sup> October 2020**

**HELPING TO BUILD A STRONG SCHOOL COMMUNITY**

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