



King Street Public School P&C

8A KING STREET SINGLETON 2330
PHONE: (02) 6572 2281

The King Street Public School P&C are looking to appoint a suitably qualified and experienced Canteen Supervisor to commence 28 January 2022 working Monday to Thursday, 8.30am to 2.15pm and Friday, 8.15am to 2.15 pm, school term only, (flexibility may be considered). This is a casual position working approximately 29 hours per week and paid at Level 3 as prescribed under the Fast Food Industry Award 2010.

The King Street Public School Canteen services approximately 390 students and aims to provide hygienically prepared and healthy food at a reasonable price, make a profit for funding of extra school resources, and provide a social benefit by encouraging involvement within the school by parents.

The Canteen Supervisor reports to the King Street Public School P&C and is responsible for:

- Planning, organising, and monitoring the day to day operations of the canteen, including the rostering and supervision of voluntary workers, daily record-keeping, opening and closing of the canteen, preparation and cooking of lunches, window service, and ensuring all volunteers sign on and off.
- Developing a lunch and recess menu that meets the aims of the Canteen.
- Ensuring a pleasant, positive and team orientated working environment for the volunteers.
- Developing and implementing appropriate written procedures to assist volunteers to deliver hygienically prepared food in a timely manner.
- Developing and implementing food safety procedures to ensure food delivery, storage and handling are performed to prevent food spoilage and contamination.
- Ensuring the health, safety and welfare of others in the Canteen.
- Developing and implementing an efficient system for ordering, purchasing and checking all supplies.
- Reviewing costs of goods and pricing on a regular basis.
- Counting, recording, reconciling and banking the daily takings.
- Ensuring that any cleaning related to the main function of the Canteen is carried out each day of operation.

ESSENTIAL CRITERIA:

- Working with Children Check.
- Accredited food hygiene training.
- The skills and ability to practice safe food handling and preparation to meet the requirements of the Food Standards Code.
- Great organisational skills and a positive approach to work.
- The ability to manage volunteers with a wide range of organisational and food preparation skills.
- Basic food preparation and baking skills.
- Knowledge of the Healthy School Canteen Strategy and menu planning.
- Sound cash handling and banking skills.
- The ability to manage basic debtor accounts.
- Computer literacy (Microsoft Office).
- Ability to set up, maintain and manage an online canteen ordering system (QuickCliq).
- Catering for outside events, such as Staff Development Days, Learning and Community events and the Year 6 Farewell.

Apply in writing by 12 noon, Monday 13th December 2021, with a resume outlining current skills and experience, and cover letter no longer than 2 pages addressing essential criteria and including at least 2 referees and send your application to:

The President, King Street School P&C: lisa.baily1@det.nsw.edu.au