

CANTEEN ASSISTANT



UNIQUE AND EXCITING JOB OPPORTUNITY

The **Singleton Public School Canteen** aims to provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price and to make a profit for the funding of extra school resources for all students of SPS. As a public school the Canteen Assistant will support and follow the Department of Education and Communities 'Nutrition in Schools Policy'.

The Singleton Public School Canteen operates 5 days per week throughout the NSW government school term with all employees reporting to and employed by the SPS P&C Committee.

The Singleton Public School P&C is looking to employ a Canteen Assistant in a **Part Time** capacity offering approximately 22.5 hours a week with the possibility of being shared between 2 employees as a job share arrangement.

The Role:

Under the direction of the canteen manager, the canteen assistant will assist with the management of the day-to-day operations of the canteen including:

- Managing all adult workers (paid and unpaid) ensuring they follow school policies, procedures and have attained site requirements (working with children check when applicable)
- Planning, organising and monitoring the day-to-day operations of the canteen including daily record keeping, opening and closing the canteen, maintaining a clean working environment and the preparation and cooking for lunch, recess and window service
- Manage time to ensure all lunches are ready for student collection at allocated break times
- Implement clear procedures and utilise food preparation and handling skills to deliver hygienically prepared food in a timely manner with minimal wastage
- Ordering, purchasing and checking all supplies against invoices and delivery dockets using accounting systems provided by the P&C
- Ensure that stock is kept at appropriate levels
- Cooperate with Singleton Public School P&C Association in organising the ordering, delivery and storage of items for special events



- Ensure health, safety and welfare of others in the canteen including undertaking a canteen risk assessment
- Ensure all students are treated with respect and dignity
- Ability to identify areas that could be improved and changed to increase efficiencies, profits and practices.

Essential Criteria:

- Current working with children check and police clearance
- Accredited food hygiene training
- Demonstrated effective organisational skills and a positive approach to work
- Proven ability to lead and educate volunteers with a wide range of organisational and food preparation skills
- Demonstrated ability to build morale, motivate and generally relate well to students, school staff, parents and the P&C committee
- Basic food preparation and baking skills
- Effective time management skills
- Knowledge of the Healthy School Canteen Strategy
- Competent computer skills (Microsoft Office) and ability to navigate accounting software (Xero)
- Ability to manage our online canteen ordering system Flexi-Schools
- Business acumen with the ability to manage and reduce costs and ensure items for sale are priced accordingly to maintain profits
- COVID vaccination certificate as per NSW Department of Education policy

**APPLY BY FRIDAY 28TH OF JANUARY, WITH A RESUME OUTLINING CURRENT SKILLS AND EXPERIENCE, AND COVER LETTER NO LONGER THAN 2 PAGES ADDRESSING THE ESSENTIAL CRITERIA AND WHY YOU ARE PASSIONATE TO BECOME OUR NEW CANTEEN ASSISTANT! PLEASE INCLUDE AT LEAST 2 REFEREES AND SEND YOUR APPLICATION TO:
ANGELA PENTON: ANGELA@BEHUMANHR.COM.AU**