

Expression of Interest

Canteen Supervisor - Aldavilla Primary School

Expressions of interest are invited from interested parties for an opportunity in the position of Canteen Supervisor at Aldavilla Primary School, 15 Sherwood Road, Yarravel.

The position manages the day-to-day operations of a healthy school canteen, under the guidance of the Kitchen Specialist and Principal. The expression of interest must address the selection criteria and include a detailed resume of your previous experience and two referee contact names and numbers. Expressions of interest should be submitted to Kathryn McNee, Principal, by email at aldavilla-p.school@det.nsw.edu.au by 5pm, Friday December 6, 2024.

Statement of duties

- Liaise with the Kitchen Specialist and Principal regarding menus and any proposed amendments to processes.
- Planning, organising and monitoring the day-to-day operations of the Canteen, preparation and cooking.
- Consolidate and submit daily takings for review and processing in accordance with school procedures and provide information/records to assist the Principal/ Executive team to prepare financial statements and to assess canteen performance.
- Manage 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.
- Receive and check all ordered supplies and invoices/delivery dockets, ensuring that school procedures are followed.
- Complete stock take tasks relating to food, supplies and equipment on hand.
- Undertake daily tasks with volunteer workers and ensure that timeframes and basic work processes are clearly communicated; provide on-the-job training as required.
- Complete all Department of Education Mandatory training and provide a paid working with children check number.
- Basista skills would be an asset.

Selection criteria

- Relevant experience that demonstrates your competence in the statement of duties above.
- Demonstrated capacity to effectively run a healthy food service for students and staff, including financial and stock management.
- Knowledge of the Healthy School Canteen policy.
- Have completed or are willing to complete the NSW Food safety Supervisor course.

For further information and rates of pay please contact Michelle Summerhill at Aldavilla Primary School, 6563 1141 or email aldavilla-p.school@det.nsw.edu.au