



Canteen Manager – Bilgola Plateau Public School **Permanent Part-time - 3 days (approx. 18 hrs) per week**

Bilgola Plateau Public School, nestled on the beautiful Northern Beaches of Sydney, is in search of a passionate Canteen Manager to join our vibrant little team. Operated by our enthusiastic P&C, we focus on providing healthy, affordable food options to school staff and approximately 350 students. The canteen is supported by a community network of dedicated volunteers and strives to maintain a waste-free canteen environment.

Position Information

The Canteen Manager is responsible for the profitable management and operation of the school canteen in accordance with the policies and procedures of Bilgola Plateau Public School P&C Association. The Canteen Manager will support the development of strong relationships within the school community, specifically with the students, families and volunteers, teachers, and other school personnel.

The Bilgola Plateau Public School canteen is dedicated to fostering healthy eating habits among our school community by providing nutritious, hygienically prepared, and affordable food options that align with the Department of Education's 'Nutrition in Schools Policy.'

Key Responsibilities

The Canteen Manager responsibilities include, but are not limited to:

- Opening and closing the canteen, food preparation and cooking for service to provide crunch & sip, over-the counter sales, recess and lunch.
- Ordering and cost-effective purchasing of produce and checking supplies.
- Management of food rotation and storage and conducting termly stock-takes.
- Submitting time sheets and processing supplier payments on a fortnightly basis.
- Providing guidance and rostering for volunteers including training to ensure adherence with compliance and regulations.
- Developing a healthy, affordable menu that is changed on a regular basis.
- Monitoring food pricing to provide value for money and cost-effectiveness.
- Implementing food safety procedures and hygiene practices, staying abreast of and ensuring compliance with NSW Legislation and Regulations, and compliance with Department of Education requirements and directives.
- Ensuring overall cleanliness of the canteen is maintained to a high standard as well as maintenance of equipment.
- Reporting any issues promptly to the P&C President or Treasurer.
- Ensuring the operation of the canteen aligns with the values of the P&C, the school, and the school community.

Essential Criteria

The successful candidate must:

- Have previous experience working in a similar environment.
- Hold a current paid Working With Children Check (WWCC).
- Have excellent communication and interpersonal skills.

- Have a deep understanding of OHS standards and legislation.

Conditions

- Initially 3 days per week with potential to increase the number of days worked.
- Hours of work would be from approximately 9.00am to 2.00pm, with extra hours where necessary and approved by the P&C President or Treasurer, during Term time.
- The canteen is closed during observed NSW Public Holidays and NSW Government Public School Holidays.
- Rate of pay will be aligned with the Fast Food Industry Award.
- Annual leave in accordance with the Fast Food Industry Award.
- Personal leave (including both sick leave and carer's leave) in accordance with the Fast Food Industry Award.
- A light lunch will be provided on days when shifts are worked in the canteen.
- 3-month probationary period.

Application Process

- Application to be submitted to the P&C President with a current resume (president@bilgolapandc.com.au).
- Short-listed applicants will be interviewed by a panel and asked to share a draft business plan.
- Reference and background checks will be completed.

Closing Date for Applications: Wednesday 15th May 2024