

# Canteen Supervisor

## St Joseph's Primary School, Wee Waa

### Position Description

[Click here to apply.](#) Applications close 29 November 2023

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Classification</b>	General Employee - School Operational Services
<b>Base salary range</b>	\$31.52 per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	St Joseph's Primary School , Wee Waa
<b>Employment type</b>	Part-time 9 hours per fortnight (negotiated with successful applicant)
<b>Employment status</b>	Temporary

#### About St Joseph's Primary School Wee Waa

St Joseph's Primary School is a co-educational Catholic primary school from K-6 which provides quality education for 120 students. The school's vision is "To be a Beacon of Learning, Faith, and Community for all children of the Wee Waa district" and therefore is a school community that cares for the individual needs of students and families.

Wee Waa is a dynamic rural community situated in the rich agricultural heartland of the lower Namoi Valley in North West NSW, approximately 40 kilometres west of Narrabri. With a population fluctuating around 2,080 people, Wee Waa is known as Australia's Cotton Capital and boasts a welcoming, close-knit and supportive community. Being the oldest town in the Namoi Valley it features many historic sites and points of interest such as museums, War Memorial, lagoon and only a short distance to travel to other villages in the region such as Burren Junction and Pilliga. Wee Waa is known to be a strong sports-oriented town which has an excellent golf course, swimming pool, indoor multi-purpose courts and numerous walking tracks around the town.

## Position Purpose

This role will efficiently and effectively, under limited supervision of the Principal, provide canteen support and coordination with a depth of knowledge and broad range of skills which facilitate the maintenance of canteen systems which serve the educational and service functions of the college.

## Commencement

The commencement date will be negotiated with the successful applicant.

## Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
<b>Typical Duties</b>	<p>Typical duties performed include, but are not limited to:</p> <ul style="list-style-type: none"><li>● Practise confidentiality in relation to all aspects of the role;</li><li>● Carry out a wide range of coordination duties for the canteen at an advanced level, including ordering of resources, rostering of staff and maintaining records;</li><li>● Respond to enquiries from staff, students, parents and the general public, and address issues in accordance with routines, methods and procedures;</li><li>● Prepare and process transactions within routines, methods and procedures;</li><li>● Maintain the canteen through such duties as ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys;</li><li>● Within routines, methods and procedures, carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.</li></ul>
<b>Specific Duties</b>	<p>Specific duties performed include, but are not limited to:</p> <ul style="list-style-type: none"><li>● Organising rosters for staff assistance</li><li>● Within established routines and procedures, make orders to vendors as necessary;</li><li>● Accounts and invoices checked and authorised for payment;</li><li>● Within established routines and procedures, pass on all invoices to the Principal;</li><li>● Coordination of canteen and catering for school events as required and directed by the Principal;</li></ul>

	<ul style="list-style-type: none"> <li>● Positively promote the “Healthy Eating” guidelines and policy;</li> <li>● Liaise with the Principal to produce a canteen menu that reflects the “Healthy Eating policy” of the school;</li> <li>● Be aware of, and responsive to, the special dietary needs of students with allergies;</li> <li>● Awareness of all relevant government regulations as they affect the canteen;</li> <li>● Be responsible for banking canteen monies on a regular basis;</li> <li>● Follow established procedures for co-signing and verifying daily takings;</li> <li>● Within established routines and procedures, arrange for repairs and maintenance of all canteen equipment;</li> <li>● Participate in, and contribute to, an annual review of this position description and the running of the canteen;</li> <li>● Provide the school Principal with updates of the financial records.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● Attend to other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Principal.</li> </ul>

St Joseph’s Primary School, Wee Waa reserves the right to alter roles, responsibilities and requirements as required.

### **General expectations of staff at St Joseph’s Wee Waa**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgment.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

## Essential criteria

- Food Safety Supervisor Certificate
- Excellent interpersonal and communication and customer service skills
- Ability to lead volunteers in a manner that fosters support and cooperation.
- Ability to maintain a high standard of personal cleanliness, hygiene and punctuality.
- Ability to implement appropriate work health and safety (WHS) strategies to ensure a hygienic, safe and healthy environment for the production and distribution of food.
- Ability to plan menus to support healthy food habits of children.
- Ability to keep adequate records and basic bookkeeping skills.

## Desirable Criteria

- Experience working in a food service industry or similar.

## Physical demands

Continuous physical effort necessary including:

- Constant walking and standing
- Pushing, pulling and handling objects
- Bending
- Kneeling
- Constant reaching and grasping
- Lifting and/or moving objects, sometimes over your shoulder.

## Additional information

- Personal protective equipment such as gloves are used for specific tasks.
- Appropriate footwear is required at all times. Specifically, closed in shoes with leather uppers that cover the top of the foot and have sturdy non-slip soles. Sandals, court shoes, open toe shoes, thongs, mesh, open weave or canvas shoes do not provide sufficient protection from hot or corrosive liquids or from broken glass.

## Application

For questions regarding the professional nature of this position, please contact the Principal, Alistair Stewart on (02) 6795 4038 or email [astewart1@arm.catholic.edu.au](mailto:astewart1@arm.catholic.edu.au).

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.

- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*