

Canteen Supervisor

St Joseph's Primary School, West Tamworth

Position Description

[Click here to apply. Applications close 15th February 2024](#)

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2023
Classification	General Employee - School Operational Services
Base salary range	\$31.52 per hour (based on qualifications, skills & experience)
Reports to	Principals
Location	St Joseph's Primary School, West Tamworth
Employment type	Part-time 20 hours per fortnight (Thursdays and Fridays)
Employment status	Temporary

About St Joseph's Primary School West Tamworth

St Joseph's Primary School, West Tamworth is a vibrant co-educational Catholic primary school from K-6 which has a long and proud tradition of providing quality education for approximately 176 students in the Tamworth district. At St Joseph's we are committed to Catholic Education in a collaborative, inclusive, faith-filled learning community.

Our modern, state-of-the-art learning spaces feature whole-class areas where discussion and sharing of work occurs, small group areas where guided instruction or collaborative learning occurs and individual spaces where students think critically, consolidate understandings and reflect on their learning. Our committed and caring staff work collaboratively in professional learning teams to increase learning, wellbeing and life-opportunity outcomes for all students.

For further information on the school, please visit <https://stjosephstamworth.catholic.edu.au/>.

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
Typical Duties	<p>Typical duties performed include, but are not limited to:</p> <ul style="list-style-type: none">● Practise confidentiality in relation to all aspects of the role;● 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;● Respond to enquiries from staff, students, parents and the general public, and address issues in accordance with routines, methods and procedures;● Prepare and process transactions within routines, methods and procedures;● 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;● 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.
Specific Duties	<p>Specific duties performed include, but are not limited to:</p> <ul style="list-style-type: none">● Organising rosters for parent assistance● Within established routines and procedures, make orders to vendors as necessary;● Accounts and invoices checked and authorised for payment;● Within established routines and procedures, pass on all invoices to the Principal;● Coordination of canteen and catering for school events as required and directed by the Principal;● Positively promote the "Healthy Eating" guidelines and policy;● Liaise with the Principal to produce a canteen menu that reflects the "Healthy Eating policy" of the school;● Be aware of, and responsive to, the special dietary needs of students with allergies;● Awareness of all relevant government regulations as they affect the canteen;

	<ul style="list-style-type: none"> ● Be responsible for banking canteen monies on a regular basis; ● Follow established procedures for co-signing and verifying daily takings; ● Within established routines and procedures, arrange for repairs and maintenance of all canteen equipment; ● Participate in, and contribute to, an annual review of this position description and the running of the canteen; ● Provide the school Principal with updates of the financial records.
General	<ul style="list-style-type: none"> ● Attend to other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Principal.

St Joseph's Primary School, West Tamworth reserves the right to alter roles, responsibilities and requirements as required.

General expectations of staff at St Joseph's West Tamworth

- 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 Principals Maree Holland and Greg O'Toole via email sjtprincipal@arm.catholic.edu.au or phone 02 6765 4079

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.