

## WANTED – CANTEEN MANAGER

Boorowa Central School P & C are looking for a new Canteen Manager, starting in Term 4. Are you a parent looking for school hours work? A retiree looking to gain casual employment? Any member of the community seeking work in our wonderful school environment? All applicants considered! Training will be available from the current manager over several weeks in September (Term 3), with full transition to the new manager commencing Monday 14<sup>th</sup> October (Term 4).

This position is:

- Casual @ \$33.24 per hour (hours 8:30am – 3:00pm – 5 days per week during School Terms Only).
- Superannuation is paid on a pro rata basis.

The ideal candidate will be highly organised, a great cook, able to multi-task, perform under pressure, be self-motivated and can work independently. Previous experience in hospitality or food a plus.

The role includes:

- Running the canteen day-to-day, ensuring profitability
- Creating approved menus (to NSW Education Health Specifications)
- Food preparation and making home-cooked food (e.g. Shepherd's Pie, Lasagne, Nachos, Butter Chicken, Soup)
- Ordering and maintaining stock, including checking competitive pricing between suppliers and supermarkets to get the best deal.
- Book-keeping, money handling and daily banking, including use of Square payment system.
- Monthly reporting (including financial reports) to the P & C
- On-time payment of invoices related to the canteen (with secondary approval from P&C Exec)
- Running catering events for school functions, sporting events and carnivals that may at times occur at night, or on weekends. These will be paid hours.
- Actively recruiting volunteers to assist in the canteen and maintaining the volunteer roster.
- Ability to operate with at times limited volunteer assistance.
- Assisting the Uniform Shop Coordinator by selling and storing uniforms from the canteen
- Strong customer service skills
- Exceptional time management skills with the ability to manage administrative tasks within the allocated hours.
- Have, or be willing to obtain a Working with Children Check
- Have, or be willing to obtain a Food Safety Supervisor Certificate

Please send your resume (including referees) and a one-page cover letter outlining your experience and/or ability to learn on the job to E: [boorowacentralschoolpandc@gmail.com](mailto:boorowacentralschoolpandc@gmail.com)

Flexible arrangements will be considered – for example, if you and a friend, or relative, would like to undertake the role in a job share arrangement, please make a joint application, outlining your proposed division of work and days for each applicant.

APPLICATIONS CLOSE 22<sup>nd</sup> August 2024

Interviews will be conducted with suitable candidates between 26-29 August with the successful applicant informed 30<sup>th</sup> August.