



Canteen Supervisor Schools

Position number	Generic
Agreement	Government Services (Miscellaneous) General Agreement 2021 or as replaced
Classification	Level 8
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Assist the Principal and Manager Corporate Services in the development of an Operational Plan.
- Implement strategies to ensure a viable cost effective food service is provided.
- Manage the operations of the canteen, taking student needs into consideration in providing a high level of customer service.
- Plan, monitor and review all food delivery, preparation and serving processes using relevant food safety principles and implement improvements, as required.
- Ensure compliance with relevant legislation, including occupational safety and health practices and standards, to ensure the provision of safe food.
- Oversee the effective development and management of staff, provide a safe working environment and create a team environment that supports a positive and innovative organisational culture.
- Establish and maintain an effective, committed workplace team.

Selection criteria

1. Demonstrated knowledge of food hygiene practices and relevant Occupational Safety and Health Regulations.

2. Demonstrated skills and experience in the management of a school/college canteen, commercial or similar service environment.
3. Demonstrated skills and experience in coordinating and supervising staff.
4. Demonstrated well developed organisational skills and the ability to plan and deliver a high standard of food delivery practice.
5. Demonstrated well developed written and oral communication and interpersonal skills with the ability to effectively interact with internal and external clients.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 27 October 2021
Reference D21/0576669