

Expression of Interest

Queanbeyan East Public School

Temporary Canteen Supervisor - 2 Days a week

Expressions of interest are invited from interested parties for an opportunity in the position of temporary Canteen Supervisor from 18 March 2021 to 21 May 2021 (with the possibility of an extension).

The position will be located at: Queanbeyan East Public School, 10 Yass Rd Queanbeyan NSW 2620.

The position manages the day-to-day operations of a school canteen, including the supervision and rostering of voluntary workers.

Statement of duties:

- Liaise with the relevant stakeholders regarding menus and any proposed amendments to processes
- Consolidate and submit daily takings for review and processing in accordance with school procedures and provide information/records to assist the Principal or delegate prepare financial statements and to assess canteen performance
- Manage cleaning routines to ensure that food storage and preparation areas are clean, hygienic and compliant with food handling legislation/standards; ensure that food preparation equipment is cleaned and maintained in accordance with safe work standards and safe food handling standards
- Receive and check all ordered supplies and invoices/delivery dockets, ensuring that school procedures are followed
- Assist the principal or delegate with periodic stock take tasks relating to food, supplies and equipment on hand
- Undertake daily tasks with volunteer workers, and ensure that timeframes and basic work processes are clearly communicated; provide on-the-job training as required

Essential requirements

- Valid NSW Working with Children's Check – WWCC (for paid employees)
- Commitment to undertake all relevant training and development as required

Applications

An expression of interest addressing the statement of duties no more than **two A4 pages** in length should be submitted to Danny Scott, Principal at danny.scott@det.nsw.edu.au by **4.00pm on 12 March 2021**.

Applicants must list two referees as part of the application. Please ensure your two referees are able to discuss your professional abilities and suitability for the position.

Applicants may be required to attend an interview.

For further information please contact Danny Scott on 6297 2619 or at danny.scott@det.nsw.edu.au