

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Canteen Supervisor
Division:	Italian Bilingual School
Reports To:	Executive Principal
Responsible to:	General Manager
Location:	Italian Bilingual School
Date:	December 2022

MAIN PURPOSE OF POSITION

The Canteen Supervisor is responsible for the smooth operation of the School canteen.

KEY ROLES AND RESPONSIBILITIES

The Canteen Supervisor is responsible for:

- Purchasing canteen food supplies;
- Preparing food;
- Ensuring the cleanliness and hygiene of the canteen;
- Updating menus and class lists;
- Dealing with the administration of the canteen.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Demonstrated ability to prepare and cook canteen food;
- Demonstrated high level communication and interpersonal skills;
- Demonstrated ability to work both independently and as part of a team;
- Qualification in food preparation and safe food handling or significant demonstrated experience;
- Experience in working with volunteers;
- Understanding of WHS legislation;
- Current Working with Children Check.



VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

POSITION HOLDER

Signature..... Date.....

SUPERVISOR

Signature..... Date.....