

Canteen Coordinator or Canteen Operator

Applications Close:	Friday 10 November, 2023
Apply to:	The Business Manager - Noosa Pengari Steiner School employment@noosasteiner.qld.edu.au
Position Title:	Canteen Coordinator (employee) or Canteen Operator (contractor)
Start Date:	Term 1 2024
Hours of Duty:	Wednesdays and Thursdays 4 - 6 hours per day (Term time only)
Responsible to:	Business Manager
Location:	Noosa Pengari Steiner School, 86 Nyell Road, Doonan

Noosa Pengari Steiner School first opened its doors in 1996 and has now established itself as a strong independent school offering a Steiner/Waldorf Education for students from Kinder to Class 12. We currently cater for 350 students from 200 families and continue to grow as our high school develops.

Primary Objective

Noosa Pengari Steiner School is offering two alternate options for the running of the school canteen. Both options require the management of the school canteen on behalf of Noosa Pengari Steiner School, ensuring the smooth running of the canteen area and providing healthy meals for our students.

1. The **Canteen Coordinator** is an employee of the school.
2. The **Canteen Operator** is a contractor to the school, running their own business through a negotiated agreement with the school.

Key Responsibilities

- Serve canteen meals twice per week (minimum) to students including food preparation
- Coordinate canteen volunteers
- Order all canteen supplies
- Process student canteen orders through Flexi-schools ordering system
- Ensure the canteen kitchen is kept clean and tidy

The canteen currently operates for 2 days per week at lunchtime with a plan to gradually increase the number of days per week the canteen operates.

This role has the potential to increase in hours if the successful applicant is also interested in providing catering for school events.

Selection Criteria

- Exceptional organisational skills
- Ability to work autonomously
- Interpersonal skills
- Excellent time management skills with a proven ability to meet deadlines
- Ability to liaise effectively with school administration staff

Essential Qualifications

- Food Handling Supervisor Certificate or the ability to obtain one prior to commencement of employment
- A current Blue Card or the ability to obtain one prior to commencement of employment
- Evidence of eligibility to work in Australia

Applications should include

- Cover letter addressing Selection Criteria and suitability (up to 2 pages)
- Curriculum Vitae with contact details for at least two professional referees
- Evidence of eligibility to work in Australia
- Details of two current referees