



## **Canteen Convenor for a school community focused P&C.**

**Position:** Canteen Convenor

**Location:** Benowa State High School, Mediterranean Dr, Benowa QLD 4217

**Relevant Award:** *Parents' and Citizens' Associations Award – State 2016 (Award)*

**Nature of position:** Part-time - Level 2 Retail Manager under the Retail Operations Stream of the Award.

**Hourly rate of pay:** \$25.91 per hour, Negotiable based on experience.

**Ordinary working days:** Immediate Start - Monday – Friday during 'term-time'.

**Application Closes:** 18 August 2024

Benowa High P&C Association (**P&C**) is a community minded organisation working to achieve the best possible outcomes for Benowa State High School's students.

We are looking at employing a highly engaged and organised convenor to ensure the smooth and efficient running of the P&C's canteen. You will benefit from a rewarding interaction with staff, volunteers, and parents, whilst also collaborating with the wider school community. This opportunity is ideal for someone with a strong business acumen wanting to assist a school community.

The Canteen Convenor is responsible for the efficient and professional operation of the canteen including financial and operational management. You will be required to assist, direct and support canteen shop workers and volunteers.

**Your duties and required skills as Canteen Convenor will include but will not be limited to the following:**

### **Planning**

- Ensure that adequate equipment is available and operational for providing canteen services;
- Establish a menu of goods for sale that provides variety that will attract students, teachers and visitors to purchase from the canteen;
- Assist with budget development;
- Take all reasonable steps to ensure that the canteen does not operate at a loss;
- Assist in the recruitment and selection of lower classified employees and/or volunteers; and
- Liaise with parents, students, volunteers, and other community stakeholders.

### **Organising and Coordinating**



- Plan and select appropriate equipment, services, techniques and work organisation for yourself and others;
- Prepare rosters and breaks and attract volunteers;
- Order stock and maintain stock levels;
- Be responsible for invoicing, billing, and charging;
- Maintain correct records;
- Provide advice to the P&C's Executive Committee on the running of the business operation; and
- Ensure food is ready for service at particular times.

#### **Monitoring**

- Ensure that the canteen operates in a safe and hygienic fashion and that good quality food is prepared and served each day in a consistent manner;
- Oversee everyday workplace health and safety practices and ensure compliance with policies and procedures;
- Supervise employees at lower levels including training, coordinating work flows, checking progress and resolving problems;
- Ensure all staff and volunteers comply with all relevant policies and procedures; and
- Check or otherwise deal with records, writing, correspondence, books, accounts and liaising with volunteers.

#### **To be successful in this role you will possess:**

- A current Blue Card and an ability to work around children;
- An understanding of food handling procedures and the Smart Choices strategy;
- An ability to supervise and coordinate others in a friendly and professional manner;
- Basic financial management skills;
- Relevant qualifications and/or experience relating to the position;
- Excellent interpersonal, communication and organisational skills;
- An ability to prioritise tasks, and use knowledge and initiative to problem solve;
- A commitment to service and performance excellence; and
- Familiarity with and usage of the online ordering platform (QKR!).

If you hold these skills and are looking for a rewarding role within a great school, please send your CV, as well as a cover letter addressing why you would be suitable for the role to Marion Allard, P&C President at [bshs.pandc.secretary@gmail.com](mailto:bshs.pandc.secretary@gmail.com).