Role Title: Canteen Coordinator
School Network: Edmund Rice Education Australia – Youth+ Marlene Moore Flexi Schools Network
Contract Position: This would be a full time, term time, contract position until December 2016
Campus: Hemmant Flexible Learning Centre
Reports: Head of Campus
Band/Wage Scale: Miscellaneous Workers Award Level 4

BACKGROUND:

The network of Edmund Rice Education Australia Youth+ Flexible Learning Centres is an initiative of the Edmund Rice Education Australia. The Marlene Moore Flexi Schools Network offers a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

The purpose of an Edmund Rice Education Australia Flexible Learning Centre is to provide young people with a varied and holistic set of learning experiences which enable them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

KEY ACCOUNTABILITIES:

- Carry out tasks to ensure the smooth and efficient running of the Canteen.
- Preparation and provision of food, while maintaining the kitchen premises in accordance with WHS standards
- Keep accurate financial records
- Financial management of canteen budget including purchasing and provision of groceries
- Planning menus and catering for the nutritional and dietary needs of young people
- Provide breakfast, morning tea and lunch to the school community in accordance with the Queensland Department of Education and Training guidelines, SMART CHOICES
- Work closely with a classroom teacher to implement the Life Skills Program for some students who will have rostered sessions in the Canteen under your supervision. This program include Numeracy, Literacy, Preparation for Life and Work. These strategies will be implemented via the normal daily duties of the Canteen.
- Desirable criteria: TAE to deliver Certificate courses in Hospitality
- Daily cleaning and maintenance of kitchen facility
- Provision of hospitality for special events as required by Head of Campus (HOC)
- Supporting community projects and partnerships with other local agencies (as negotiated with HOC)
- Other duties as required (to be negotiated with HOC)
APPLICATION PROCESS:

Applications close **5pm 9 March 2016**. To apply for this role please provide the following documents:

- Cover letter outlining how you would address the key accountabilities
- A curriculum vitae outlining relevant work history including contact details of at least two referees
- Submit applications to neil.kelly@youthplus.edu.au

For further information contact Neil Kelly on 0407 155 648 or neil.kelly@youthplus.edu.au

Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.