



CANTEEN CO-ORDINATOR

Commencing January 2025

We are seeking a 12-month maternity leave position responsible for the daily operations of The Hamilton and Alexandra College canteen.

- 30 hours per week during school terms
- 8:30am to 3:00pm Monday – Friday

** Please note, we would consider job share or reduced days for the right candidate.*

Context of the Role

The Hamilton and Alexandra College is a proudly regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue and develop passions and to achieve to the highest standard.

The Canteen is a vital part of our school offering and has exceptionally high usage amongst students and staff.

Requisite skills and role requirements

The successful applicant will have:

- A current food handling certificate;
- Enthusiasm for cooking healthy food options and engaging with students;
- An ability to satisfy child protection screening and adhere to the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct; and
- Good organisational skills, enjoy a challenge and be self-motivated.

The Hamilton and Alexandra College is committed to the protection of children and the promotion of a culturally safe and supportive working environment for diverse communities.

Role requirements

The successful applicant will be able to demonstrate:

- Provide a high standard of food for recess and lunch breaks.
- Plan menus and food utilisation based on the anticipated daily student numbers, with a strong focus on healthy eating options.
- Maintain accurate food safety records as required.
- Estimate food and beverage consumption and ordering supplies appropriately.
- Prepare and cook food as required.
- Supervise and direct the Canteen Assistant
- Maintain equipment in good working order.

- Maintain cleanliness of work area and equipment – daily and at the end of each term.
- Schedule and receive food and beverage deliveries.
- Shop for perishable items as required.
- Monitor food presentation methods, standards and portion sizes.
- Maintain food and equipment inventories and keep inventory records.
- Review work procedures to improve performance and/or safety.
- Review product pricing annually in conjunction with the Business Manager.
- Any other duties as directed by the Business Manager.

Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of two professional referees.

Applications should be addressed to:

The Business Manager
Mr Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: 14 November 2025 (*applications will be processed on receipt*)