Café Convenor:
Brightwater State School opened in January this year and provides primary school education from Prep through to Year 7. Our Parent and Citizen’s Association is responsible for operating our Café, open on Thursdays and Fridays each week. After the initial setup phase, we are now looking for a formal convenor to take over the running of this operation and supervise a team of committed volunteers. Reporting to the Principal and the P&C Executive Committee, the Café Convenor will be responsible for the following key areas:

Daily Operations:
- Organising and monitoring the daily operations of the canteen
- Preparing food in accordance with the Queensland Government’s Smart Choices “Healthy Food & Drink Supply Strategy”.
- Ensuring that safe food handling practices and OHS policies and procedures are followed by others working in the canteen
- Ensuring that daily cleaning is performed
- Ensuring the security of the canteen premises and logging of maintenance issues
- Counting, recording, reconciling, and banking the daily takings
- Supervising a team of volunteers

Planning and Preparing:
- Ordering, purchasing and delivery control of all supplies and verifying invoices
- Volunteer rostering
- Training of new volunteers in all aspects of canteen operations
- Implementing the canteen policy and updating as required

Communications and Community:
- Marketing and promotion of the canteen menu to ensure continued sales volume
- Periodic communications to recruit new volunteers
- Participating in special events as needed
- Preparing and presenting a monthly report for the P&C
- Fostering a sense of team spirit among volunteers, providing them with a focal point for questions and new ideas

Work Schedule:
~12 hours per week: Thursday and Friday: 09:00 am - 3:00 pm

The successful candidate:
- Has previous experience in a convenor or similar role
- Enjoys working with children
- Is well organised
- Is able to communicate with and supervise a volunteer work force

All candidates applying for this role must:
- Be eligible to work in the state and in Australia
- Hold a valid Food Safety Supervisor Certificate
- Hold a valid Blue Card if they are not a parent of a student currently enrolled at Brightwater State School
- Hold a valid First Aid Certificate

Applications:
Candidates who would like to apply can submit their resume, copies of all valid certificates and a written response addressing how you will fulfil your responsibilities of the key areas (no more than one A4 page in total) to pandc@brightwater.eq.edu.au.

Application closing date: Wednesday 13th June 2012.