

Canteen Coordinator

Part-Time, Fixed Term Contract

Commencing 28th July 2026 and concluding 31st December 2026

St Joseph's Primary School, Pemberton is seeking an enthusiastic and experienced Canteen Coordinator to commence in Term 2, 2026. This position is for five hours per week each Tuesday.

Our school caters for students from Kindergarten to Year 6 and currently has an enrolment of 51 students. We pride ourselves on fostering a caring, supportive, and community-focused environment where every child is known, valued, and encouraged to thrive.

The successful applicant will be responsible for the day-to-day operation of the school canteen, including food preparation, ordering and stock management, menu planning, maintaining food safety and hygiene standards, and providing friendly and efficient service to students and staff.

Essential Criteria

- Demonstrate organisational and time-management skills.
- Ability to work independently and manage canteen operations.
- Knowledge of, or willingness to learn, food safety requirements.
- Strong interpersonal and communication skills.
- Commitment to supporting the Catholic ethos of the school

Desirable

- Previous experience in a school canteen, hospitality, or food service setting.

Qualifications Required (*refer to details below)

- Working with Children Check*
- National Criminal Record Check*
- Current Food Handling Certificate (or willingness to obtain)
- Accreditation to Work in a Catholic School (or willingness to obtain)
- Senior First Aid Certificate (or willingness to obtain)

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia. Applicants must be fully supportive of the objectives and ethos of Catholic education.

In applying for this position you will be providing personal information to the School. This information will be used to assess your application for employment. A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website. <https://apps.det.wa.edu.au/crispa/apply>

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post website. An application for a WWC must be made in person.

A one page, **expression of interest**, addressing the above criteria and containing one reference is to be emailed to The Principal louise.barber@cewa.edu.au by Monday 20th July 2026.

For further information, please contact the school 0417 922 301 or admin@stjosephspemberton.wa.edu.au.