John Wollaston
ANGLICAN COMMUNITY SCHOOL

Café Manager

About the Role:

John Wollaston Anglican Community School is seeking an enthusiastic and highly organised Café Manager to oversee the daily operations of our busy School Café.

This is a full-time (1.0 FTE), ongoing position commencing at the beginning of the 2027 school year.

Reporting to the Business Manager, the Café Manager is responsible for delivering safe, nutritious, and affordable food and beverage services to students, staff, and visitors while promoting healthy eating practices in accordance with the Western Australian School Healthy Food and Drink Guidelines. Leading a small team of Café Assistants, the successful candidate will play a key role in creating a welcoming, efficient, and community-focused Café environment.

The role encompasses all aspects of Café management, including menu planning, food preparation, stock control, financial administration, food safety compliance, and team leadership. This School term-time position operates across 39 weeks of the year, with standard hours of Monday to Friday, 7:00am to 3:00pm. Flexibility in working hours may be available for the successful candidate, making this an excellent opportunity for a hospitality professional seeking a rewarding role with strong work-life balance within a supportive school community.

Key Responsibilities:

- Actively support the Mission, Vision and Ethos and Core Values of AngliSchools and John Wollaston Anglican Community School.
- Actively support and promote a strong child safe culture.
- Manage the day-to-day operation of the School Café, ensuring efficient service during recess, lunch periods, and special events.
- Coordinate catering requirements for school functions, meetings, and community events.
- Plan and develop nutritious, affordable menus that align with healthy food guidelines and cater for dietary requirements and allergies.
- Order food, beverages, and supplies, monitor stock levels, and maintain inventory control.
- Ensure compliance with food safety legislation, food handling requirements, and school policies.
- Maintain accurate food safety records.
- Manage EFTPOS and Flexischools transactions, pricing, purchase orders, and invoice approvals.

- Train, supervise, and support Café Assistants and volunteers, including roster preparation and daily task allocation.
- Promote a positive, collaborative team culture and maintain a safe workplace environment in accordance with WHS requirements.

About You:

To be successful in this role, you will have:

- Experience in food service, hospitality, catering, canteen, or Café management.
- Strong knowledge of food safety regulations, hygiene standards, and compliance requirements.
- Experience managing stock control, purchasing, and budgets.
- Demonstrated ability to lead, supervise, and support staff.
- Excellent organisational, communication, and customer service skills.
- A proactive approach to problem-solving and a commitment to promoting healthy food choices within a school environment.
- A current Working with Children Check or be willing to obtain one prior to commencement.
- A current Nationally Coordinated Criminal History Check (NCCHC) dated within three months of commencement or be willing to obtain one prior to commencement.
- Valid Australian work rights.

About Us:

JWACS is member of the AngliSchools network, a collective of schools committed to delivering high quality, values-based education.

We are a co-educational Pre-Kindergarten to Year 12-day school, nestled in the picturesque foothills of the Darling Range in Perth's south-east. Proudly Anglican, the School fosters excellence and care within an inclusive environment underpinned by Christian values.

At the heart of JWACS is a strong, supportive community. Our students are respectful and engaged, and the school is known for its culture of connection, aspiration and achievement.

Why Join Us?

- We foster an inclusive and diverse culture where every staff member is respected, included and recognised for the unique role they play in our shared success.
- We work as a team where collaboration is at the heart of what we do.
- We value our staff and actively support their ability to balance professional responsibilities with personal wellbeing.
- We are invested in the development of our staff, actively supporting professional learning and career progression.
- We offer a competitive remuneration.

- We offer generous fee discounts for staff with children enrolled across the AngliSchools network.

Application Instructions:

Applications must be submitted via SEEK. Please click here to be directed to the SEEK advertisement where you can apply. Applications must include:

- A cover letter (maximum one page) introducing yourself, outlining your interest in the Café Manager position, and sharing what you would bring to the role.
- A current resume including the contact details for three referees.

Applications close at 9:00am on Thursday 26 November. For enquiries, please contact the Manager of Human Resources on 9495 8100.

JWACS may commence interviews and make an appointment before the closing date. Early applications are encouraged.