

Why work with us

Millthorpe Public School is located between Orange and Bathurst in the Central West of NSW and has a Family and Occupation Index (FOEI) of 50. Our current enrolment of 233 students from Kindergarten to Year 6, including 18 Aboriginal students, are supported across 10 classrooms. Our school has an OOSH service provided by Aspire, and a private preschool provided by Grove Start.

Our school is committed to providing high quality education in a supportive learning environment that has a culture of high expectations. The school has a strong focus on literacy, numeracy and student wellbeing through the Positive Behaviour for Learning (PBL) framework and The Resilience Project.

Our long serving staff work closely with families to support students' academic, social and emotional growth.

About the role

You will be responsible for the day to day operation of the school run canteen under the direction of the canteen manager, including food preparation, ordering management and cleaning routines.

This role is for one day per week (5 hours) on a Friday during term time.

Selection criteria

1. Excellent communication and planning skills.
2. Ability to work collaboratively with staff and students.
3. Experience in food preparation and excellent cooking skills.
4. Appropriate computer skills to coordinate a computer-based online ordering system.

Who can apply

Applicants must acquire a paid Working with Children Clearance (WWCC) and clear the necessary approvals from the Department of Education to work within a public school.

How to apply

Submit a written application that:

- has a cover letter – no more than 1 page to outline your qualifications, relevant experience, knowledge and experience that you will bring to the role.
- addresses the selection criteria - no more than two A4 pages.

Submit your application to Penny Granger, Principal at penelope.granger@det.nsw.edu.au by 4 pm Monday 8 December 2025.