



Food Service Office Coordinator - full time (38 hours per week)

Location – Sydney Adventist Hospital, Wahroonga

We currently have a vacancy for an Office Coordinator in our Food Services Department. The position is 5 days per week full time (38hrs per week) and directly reports to the Food Services Executive Chef. It involves processing financial data, system maintenance, department auditing, and assistance with production and food safety related requirements of the department.

Essential

- High level of skill in Microsoft and other computer packages

Desirable

- Bachelor of Science (Food and Nutrition) or equivalent
- Certificate II or III in Hospitality
- Previous experience in a busy production kitchen environment
- Previous experience in the food, retail or customer service industry
- Previous high level understanding of CBORD or similar systems
- Previous experience as a Nutrition / Dietician Assistant / Nutrition Supervisor

The successful applicant will be organised, efficient, have good communication skills, excellent customer service, team player, computer literate and willing to maintain the philosophy, objectives and standards of the Hospital. A position description is available on request, or enquiries can be directed to Sarah Liston.

Written applications directed to Sarah Liston and/or Bevan Lambert:

Bevan Lambert
Food Service Manager
Sydney Adventist Hospital
185 Fox Valley Road
Wahroonga NSW 2076
E-mail: bevan.lambert@sah.org.au

Sarah Liston
Nutrition and Dietetics Manager
Sydney Adventist Hospital
185 Fox Valley Road
Wahroonga NSW 2076
M: 0424 507 673
Fax: 02 9487 9571
E-mail: sarah.liston@sah.org.au

Applications close: 20 October 2017