



Catholic College Sale Ltd

Position Description – Canteen Assistant

The Canteen Assistant supports the Canteen Manager in the daily operations of the school canteen. The Canteen Assistant will adhere to the ethos of Catholic College Sale Ltd and mandatory legislative requirements associated with Child Safety and Occupational Health and Safety.

STATEMENT OF DUTIES

Specific Responsibilities	<ul style="list-style-type: none"> • Ordering, receiving, and checking of goods and supplies; • Invoices to be verified, signed, and dated; • Assist Canteen Manager in preparation and serving of recess and lunch orders in line with safe food handling regulations; • Balancing of till at end of day and reconciling takings; • Liaise with office staff in relation to menu updates; • Complete stocktakes as required; • Be responsible for hygiene and cleanliness for all equipment, floors, and surfaces; • Monitor Nutrition and Healthy guidelines in respect to current menu options.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety; • Assist in the provision of a child-safe environment for students; and • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work; • Be open to researching areas of interest relevant to directions provided in the school's strategic plan; • Upgrade of ICT skills, as school technologies evolve; and • Participate in Annual Performance Review activities.
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures; • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal, Business Manager or Administration Manager; • Demonstrate professional and collegiate relationships with colleagues; and • Other duties as directed by the Principal, Business Manager, Canteen Manager or Administration Manager.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety; • A demonstrated understanding of appropriate behaviours when engaging with children; • Be a suitable person to engage in child-connected work; and • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Education and Experience	Essential: <ul style="list-style-type: none"> • Demonstrated extensive Customer Service experience to a high standard; • Demonstrated cash handling and reconciliation; • Demonstrated knowledge and experience with Microsoft Office Suite and utilisation of computerised database systems; • Demonstrated problem solving, organisational and time management experience; • Demonstrated verbal and written communication and interpersonal skills; and • Demonstrated understanding and experience of adherence with Privacy Act legislative requirements.
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team; • Excellent interpersonal, verbal and written communication skills, including ability to communicate and engage with children, parents and the school community; • Aptitude to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions; • Ability to engage and maintain strong working relationships with key stakeholders; • Capacity to work to tight timelines; • Capacity to work independently; • Sound organisational skills including strong attention to detail; • Time-management skills; • Leadership qualities; • Self-motivation; • Ability and willingness to accept policy directives; and • Maturity.

POSITION DETAILS	
Position Category	Category B
Position Hrs	0.79 FTE (60 hours per fortnight)
Reporting Supervisor	Canteen Manager & Business Manager
Supervisor of Staff	No