



Canteen Assistant

The Canteen Assistant reports to the Office Manager through the Canteen Manager who supports the delegated authorities and accountabilities of the role.

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

Basic Role Purpose

The Canteen Assistant is responsible for assisting the Canteen Manager with the preparing and serving of morning tea and lunch, as well as general cleaning.

Major Responsibilities and Accountabilities

Religious Leadership

- Understanding and supporting the Catholic ethos of the College;
- providing leadership as a role model in the charism of Blessed Edmund Rice, the Touchstones and core values of the Edmund Rice Charter;

Operational functions

Responsibilities include:

- Preparing and serving of morning tea and lunches for staff and students on a daily basis
- Cash register duties
- Cleaning of the canteen on a daily basis
- Cleaning of canteen equipment on a regular basis
- Washing of aprons, tea towels
- Daily supermarket shopping before school (if required)
- Reporting of building and equipment maintenance to the Canteen Manager
- Supervising volunteers
- Preparing morning teas, lunches and afternoon teas when requested by the Office Manager.
- Assist Canteen Manager with internal College catering outside of normal canteen hours (when required)

Personal Capabilities:

- Ability to work with a minimum of supervision
- Ability to supervise volunteers
- Work as a team member Excellent interpersonal skills and ability to relate to all sections of the College community i.e. staff, students and suppliers
- Excellent communication skills
- Ability to work under pressure
- Ability to cover other team members in their absence.

Specific Skills:

- Prior experience working in a similar environment
- Suitable qualification and training (eg Hospitality, Food Handling) is desirable
- Administrative experience (eg daily takings in absence of Manager)
- Understanding of WH & S requirements

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and staff are encouraged to put forward ideas and suggestions to the person to whom they are responsible.

Other duties as assigned from time to time by the Office Manager

Reviewed: May 2023