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## CANTEEN ASSISTANT 7-12

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*We share a common concern for the success of our work and feel ourselves co-responsible with those in leadership positions for planning, animating and evaluating our ministry. Our school leaders foster this sharing of responsibilities through distributing the work to be done, and through setting up structures to both coordinate our efforts and ensure wide participation in the taking of decisions.*

*In The Footsteps of Marcellin Champagnat #47*

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***The Canteen Assistant 7-12 is appointed by the Principal and is accountable to the Director of Finance and Administration through the Canteen Manager.***

***The Canteen Assistant 7-12 is responsible for implementing the College philosophy and modelling and supporting the goals of the College Mission. They are expected to support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.***

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### **Duties and Responsibilities**

1. Staff
  - 1.1 Assist with rosters for volunteer staff as required.
  - 1.2 Assist in the allocation of duties for volunteers.
  
2. Food Preparation and Service
  - 2.1 Prepare food as required.
  - 2.2 Serve students and staff.
  - 2.3 Stock ordering in conjunction with Canteen Manager.
  - 2.4 Assist with special catering requirements for the staff.
  
3. Financial
  - 3.1 Ensure safe handling of money.
  - 3.2 Serve students and staff via the till.
  - 3.3 Balance the till.
  
4. General
  - 4.1 Cleaning the canteen and equipment to a high standard.
  - 4.2 Ensure Health and Safety and Food Safe programs are maintained in the Canteen.
  - 4.3 Attendance at staff training or canteen courses as deemed appropriate.
  - 4.4 Attendance at combined Canteen Management meetings.
  - 4.5 Constant communication and liaison with the Canteen Manager in ensuring a consistent operation is maintained.

### **Competencies Required for the Position**

1. Essential



- 1.1 Canteen staff should have completed, or be prepared to, undertake an appropriate canteen course.
- 1.2 Good interpersonal and organizational skills.
- 1.3 Working With Children Check.
- 1.4 National Criminal History Record Check.

2. Desirable

- 2.1 Understanding of and support of Catholic schools and ethos.
- 2.2 Information Technology competencies.

**Status**

- Trustees of the Marist Brothers Southern Province Non-Teaching Staff Enterprise Bargaining Agreement 2014, Domestic Employees Level 2.
- 39 weeks (During term time.)
- Days and hours of work will be determined at the time of appointment to the position.