



CANTEEN ASSISTANT

Duties and Responsibilities Statement

POSITION TITLE	Canteen Assistant
REPORTS TO	Catering and Hospitality Services Manager

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Canteen Assistant is responsible for assisting the Catering and Hospitality Services team with the preparation and selling of food items in the Canteen/Cafeteria/Café as well as assisting with functions and general cleaning within a commercial kitchen environment.

Specifically to assist with ensuring:

- Food is prepared in a timely and efficient manner while always maintaining the highest level of hygiene that meets Food Health Standards
- All kitchen and café equipment is maintained at the highest level of cleanliness at all times
- Stock take is completed as and when required
- All hospitality areas are always maintained in a clean and tidy condition
- The hospitality areas are fully compliant with all Occupational Health and Safety requirements including ensuring that the highest standards for the serving of food are always maintained
- Undertake other duties as required and requested by the Principal or the Principal's delegate

STANDARD REQUIREMENTS

A Working with Children check and Nationally Coordinated Criminal History Check

- A Covid-19 Hygiene Certificate (or ability to obtain) - https://www.ahawa.asn.au/news_information/hygiene_training_covid_safety_plan.phtml
- A current Safe Food Handling Certificate (or ability to obtain)
- To work collaboratively as part of a larger team
- Manage time and resources effectively, in a controlled manner
- Communicate effectively
- Dress appropriately as an independent school staff member, in accordance with school policy
- Attend and contribute to meetings of whole Staff and smaller groups when required

REQUIRED SKILLS AND EXPERIENCE

- Demonstrated experience in food service and preparation
- An understanding of food hygiene standards and the ability to manage concerns relating to food intolerance
- Have the ability to work in a busy environment
- Have a friendly and helpful disposition
- Good communication skills with students and staff

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Serve as a good ambassador of the School
- Be aware of and comply with the school's Code of Conduct and other policies and procedures relevant to the role
- Apply Occupational Health and Safety requirements in the workplace
- Maintain confidentiality at all times
- Work cooperatively with all staff members
- Dress appropriately as an independent school staff member, in accordance with school policy

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

CANTEEN ASSISTANT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date