



## Canteen Assistant

### POSITION SUMMARY

POSITION TITLE:	Canteen Assistant
AREA / DEPARTMENT:	General Services / Administrative team
AWARD:	Educational Services (Schools) General Staff Award 2020
RESPONSIBLE TO:	Canteen Manager
QUALIFICATIONS:	Previous experience (desirable) in school canteen environment with relevant Food Safety skills and qualifications
FULL TIME / PART TIME	Part time

---

### PRIMARY OBJECTIVES

1. To support and maintain the Christian ethos, demonstrate a dynamic Christian faith, demonstrate a unity of purpose and loyalty to all staff, and adhere to the policies and procedures of Oxley Christian College.
2. Ability and willingness to be an effective member of the Oxley Staff providing excellent services to teaching staff and students. To demonstrate an ability to work in a very busy environment maintaining a personal appearance appropriate within the school setting and in accordance with the approved dress code.
3. To establish and maintain good relationships with other staff members, parents, and students, recognising the contribution each member makes to the College.

### POSITION OBJECTIVE

The specific role and responsibility of the Canteen Assistant to assist the Canteen Manager in maintaining an efficient, safe and cost-effective Canteen.

### RESPONSIBILITIES AND DUTIES

Specific areas of responsibility include:

- Prepare and cook food items
- Process lunch orders
- Ensure clean and professional appearance of all canteen areas, including freezer, storeroom, front display area and kitchen area
- Facilitate regular cleaning of equipment
- Monitor stock levels
- Monitor food temperatures

- Report any faulty equipment or hazardous items to Canteen Manager
- Adhere to safe work practices
- Serve customers
- Supervise and assist with restocking of all items and rotation of stock
- Assist with catering functions when required
- Any other duties as assigned by the Canteen Manager.

## **CONFIDENTIALITY**

The employee must maintain a strict confidentiality with reference to all matters relating to students and staff, both within and outside the College in accordance with the provisions of the Privacy Act 1988 and the College Privacy Policy.

## **HEALTH AND SAFETY**

The employee is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the employee in the workplace.

Maintain a thorough knowledge of emergency procedures and contacts.

## **QUALITY ASSURANCE**

The employee is required to participate with the College in any Quality Assurance Program from time to time, and to be committed to excellence in all aspects of care and cost containment within their area of responsibility as part of the administrative team.

## **CHILD SAFETY**

The aims of the College include the provision of a child safe environment.

Accountabilities include the planning, implementing and monitoring of arrangements to guard the care, safety, security and general wellbeing of all students in attendance at the College, including compliance with Child Safe Standards.

## **COVID-19**

During the COVID-19 pandemic, the College will adhere to the directions of the Victorian Chief Health Officer and any other relevant directions of the Victorian or Australian governments. The College will also operate in accordance with the Operations Guide issued from time-to-time by the Victorian Department of Education and Training.