

Position Information Document

POSITION TITLE	CANTEEN ASSISTANT
ESO GRADE	2
ESO STREAM	Services
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	9
WEEKS PER YEAR	4.5

Key Working Relationships

- Principal / Deputy Principal
- Business Manager/Bursar (as applicable)
- Canteen, Administration and Finance staff
- School Staff, Students, Volunteers and Contractors, as appropriate

Broad Purpose

The Canteen Coordinator works under the general supervision of INSERT LINE MANAGER POSITION TITLE and is responsible for overseeing and carrying out a range of tasks and activities to operate the School Canteen, as per Work Health & Safety requirements.

DUTY STATEMENT

Duties include, but are not limited to:

- Open and close the canteen in accordance with required times of operation and ensure security protocols are adhered to. This includes canteen security protocols such as money, keys, security alarm (if applicable) locking all doors/windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those authorised to enter.
- Order and purchase products and produce (including recurring orders) to deliver a suitable and interesting menu (including special event menus), ensuring food product prices are monitored and value for money is considered.

- Check all supplies against invoices and delivery dockets and maintain adequate supplies are available as needed. Ensure invoices are provided to Finance staff in a timely manner for payment and reconciliation.
- Prepare food for sale in an efficient manner and ensure wastage is minimised. Prepare food orders in response to student pre-orders to achieve a streamlined pick-up service during recess and lunch periods. Serve students at designated times as required.
- Implement processes regarding food safety to ensure that correct food handling and hygiene practices occur to prevent food spoilage and contamination. Welcome and instruct all canteen workers/volunteers/students to ensure correct food preparation, handling, hygiene and serving practices are in line with Health regulations.
- Maintain adequate financial records including orders and takings information to ensure all earnings and expenditure are accounted for in a consistent and reliable manner. Accurately count and record daily takings and provide moneys and records to Finance staff in a timely way, as appropriate.
- Roster volunteers, monitor their activities and oversee sign-in/out registers to enable the smooth and efficient running of the daily canteen service, and a pleasant working environment. Liaise with administration staff on a regular basis to promote volunteer opportunities, rosters, calls for assistance, feedback, and menu options, via the School Bulletin/Newsletter.
- Oversee students waiting for canteen service and ensure they are treated respectfully. Should any issues arise, immediately report details to the appropriate authority.
- Ensure a daily cleaning function (e.g. wipe down benches, equipment and fixtures, dispose of waste, sweep/mop floors, secure stock) occurs. At the end of each term, carry out a thorough clean of the canteen (e.g. clean ovens, refrigerators and other equipment and fixtures).
- Initiate and perform an end of term stock-take, complete spreadsheet and provide accurate details to the Business Manager for Profit & Loss and other accounting purposes, in a timely manner.
- Ensure the health, safety, and welfare of others in the canteen including general induction and training of canteen staff/volunteers, as required, undertaking risk assessments for hazards periodically, reporting (potential) hazards via the WHS system and advising of any maintenance matters. Be available to support annual health inspections, as applicable.

Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.



- Utilise adequate protective clothing and equipment when undertaking tasks requiring it.
- Participate in any WHS-related training and activities, as required.

General Duties

- Undertake any required training and development activities.
- Actively engage in performance reviews as required.
- Undertake any other duties as required by the Principal (or delegate).

person specification

- A commitment to uphold and contribute to the Catholic ethos of the school.
- A Certificate III in food handling or similar and/or relevant equivalent competencies. An understanding of WHS and Food Health policies, legislation and regulations is highly desirable.
- Demonstrated comprehensive practical skills and experience related to food preparation, health and hygiene and cleaning activities to ensure work practices are undertaken in a safe and responsible manner.
- Capable money handling along with an understanding of routine financial transactions and record keeping and purchasing experience.
- Competent computing skills and knowledge, able to utilise Microsoft Office e.g. Outlook, Word, Excel.
- An ability to lead and work collaboratively and cooperatively with others as a positive team leader and member. Able to supervise small groups (volunteers/students), as applicable.
- High level customer service, interpersonal and communication skills, and ability to give clear and reasonable instructions as well as safely and responsibly follow instructions and respond appropriately.
- Work under general supervision and apply a range of well-developed skills to a variety of problems, within scope of position.
- Ability to use discretion and judgement and take responsibility for own work and outcomes to meet specified standards.
- Good organisational and time management skills to carry out required tasks in a timely and competent manner.
- Be a positive role model to others by demonstrating best practice safe work practices at all times.



- Demonstrate an understanding of and always adhere to professional boundaries.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace including appropriate personal protective equipment to fulfil role requirements.

specific requirements

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Work Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012



This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

