

## Position Information Document

### St. Joseph's Catholic School Payneham

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| <b>Title of Position:</b> | Canteen Assistant   |
| <b>Reports to:</b>        | Principal, Deputy Principal and Finance Officer                                       |
| <b>Stream:</b>            | Services  |
| <b>Classification:</b>    | Grade 2   |
| <b>Hours:</b>             | Approximately 10 hours per week; 5 hours per day, 9:30am-2:30pm;<br>40 weeks per year |

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

#### POSITION OVERVIEW

The Canteen Assistant supports the Canteen Manager to oversee and carry out a range of tasks and activities to operate the School Canteen, as per Work Health & Safety requirements.

#### SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Finance Officer
- Students and staff
- Canteen, administration and finance Staff

## KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Open and close the canteen, ensuring sufficient time for preparation and service.
- Apply canteen security protocols for money, keys, security alarm, lock all doors and windows, switch off all appliances (except refrigeration units) and restrict entry to the canteen to authorised personnel.
- Efficiently prepare food for sale and minimise wastage. Prepare pre-ordered food and ensure streamlined pick-up service during recess and lunch periods. Serve students at designated times as required.
- Apply, induct personnel and monitor correct food handling and hygiene practices to prevent food spoilage, contamination and compliance with Health regulations.
- Accurately record daily takings for Finance staff to ensure all earnings and expenditure are accounted for in a consistent and reliable manner.
- Oversee students waiting for canteen service and ensure they are treated respectfully. Report and issues that may arise.
- Undertake a daily clean including wiping down benches, equipment and fixtures, disposal of waste, sweep and mop floors and secure stock. At the end of each term, support the Canteen Manager to carry out a thorough clean of the canteen (e.g. clean ovens, refrigerators and other equipment and fixtures).
- Undertake any required training and development activities.
- Actively engage in school activities, events, meetings, required training and professional reviews.
- Undertake any other duties as directed by the Principal (or delegate).

## WORK HEALTH & SAFETY

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Utilise adequate protective clothing and equipment when required.
- Participate in any WHS-related training and activities.

## PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrate basic practical skills to perform routine tasks related to food preparation and cleaning duties in a safe and responsible manner.
- An understanding of basic financial transactions and record keeping.
- General computing skills and knowledge, able to utilise Microsoft Office e.g. Outlook, Word, Excel and QKR.
- An ability to work collaboratively and cooperatively with others as a positive team member.
- Good customer service, interpersonal and communication skills, and ability to safely and responsibly follow instructions and respond appropriately.
- Able to work under direct supervision, make limited judgement of routine tasks, and accept responsibility for work within the context of the role requirements.
- Reasonable time management to achieve allocated tasks in a timely and competent manner.
- Demonstrate safe work practices at all times.
- Demonstrate an understanding of and adhere to professional boundaries.

- Maintain a neat and tidy appearance that promotes safety and meets the practical demands of the laboratory environment, including wearing appropriate personal protective clothing as required by the role.

## ROLE REQUIREMENTS

- Hold a Food Safety Supervisor certification.
- 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.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
  - Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.