

Casual Canteen Assistant Role Description

TITLE	Casual Canteen Assistant
HOURS FOR THIS POSITIONS	No defined hours. The role will be for leave replacement and in times of increased demand in the canteen.
WAGES	CEMEA 2022 - School Services Officer Level 2 Casual Allowances
REPORTS TO	Business Manager

As a staff member, the Canteen assistant is expected to support the vision and mission of the school and ensure the college values are reflected in the way he/she works.

Mercy Regional College is a Catholic Co-educational Secondary College on two campuses – McAuley Campus, Camperdown and O’Keeffe Campus, Noorat.

The Canteen Coordinators are appointed by the Principal and is directly responsible to the Business Manager.

As a member of the College staff, the Canteen Coordinators works with all members of staff, both teaching and non-teaching. He/she is a member of the College Staff and therefore participates in various staff meetings and professional development activities.

Position Summary

The Canteen Assistant is responsible for the assisting the Canteen coordinators in the operation of the school canteen according to the policies and procedures of Mercy Regional College.

The Canteen Assistant will support the development of strong relationships within the school community with the students, parents and volunteers, staff, and food suppliers.

The Mercy Regional College School canteen aims, and objectives are to; provide nutritious, hygienically prepared, and healthy food at an affordable and reasonable price. The Canteen Coordinator will support the Department of Education’s policy document the “Healthy Canteen Kit” where possible as well as Mercy Regional Colleges Healthy Eating and Oral Health Policy (currently in draft format). Menu options should always encourage healthy eating habits in our children.

Reporting Requirements

The Canteen Assistant is to submit a reconciled documents for the EFT sales of the canteen on the days of work, to the receptionist of Mercy Regional College, for receipting into the finance system.

Authority

The Canteen Assistant has responsibility for purchasing/ordering necessary products and produce to deliver a menu in line with the Healthy Eating and Oral Health Policy . The Canteen Assistant has responsibility for the management of the Canteen and the direction of any Canteen volunteers on the days that they work.

Organisational Accountabilities

Confidentiality

From both a legal and moral standing, confidentiality is critically important to Mercy Regional College.

An employee, neither during nor after the period of employment/engagement with the Mercy Regional College, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning:

- The business or financial arrangement or position of this organisation or any related entity;
- The personal, wellbeing or financial information of any student, staff member or any related stakeholder.
- Any of the dealings, transactions or affairs of the organisation or any related stakeholder.

Workplace Health and Safety

- Adhering to Occupational Health and Safety policies and procedures of Mercy Regional College.
- Ensuring the health, safety, and welfare of others in the canteen including undertaking a canteen risk assessment for hazards every term according to WorkSafe legislation and the relevant policies of Mercy Regional College.
- Correctly wear and maintain items of personal protective clothing and equipment that are provided. Correctly wear and maintain clothing that is appropriate is a food preparation environment.
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work.
- Report any incidents within the workplace to the Business Manager without delay.

Child Safety

Compliance with the College's Child Safety Policy, Child Protection Reporting Obligations Policy, and Safeguarding Children and Young People Code of Conduct, and any other policies or procedures relating to child safety.

Key Tasks and Responsibilities

The Canteen Assistant is responsible for the assistance in the operations of the school canteen. The Canteen Assistant is expected to work solely on Tuesday. This includes the following responsibilities:

- Adhering to the procedures and processes of the delivery of a food service, regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination, and subsequent food poisoning.
- Providing leadership to canteen volunteers (Year 12 students) to ensure the delivery of an affordable food service to the school community.
- Providing small catering service to the school leadership team when required, eg. slices, fruit platters, sandwiches.
- Checking all supplies against invoices and delivery dockets.
- Use food preparation and food handling skills to minimise waste.
- Ensuring that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales daily.
- Counting, recording, and reconciling the daily takings according to school policy for safe handling of money.
- Ensuring the daily takings are deposited with the Mercy Regional College receptionist on a regular basis, ensuring no more than \$100.00 is kept onsite overnight.
- Security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there;
- Ensuring that the cleaning incidental to the main function of the canteen is carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures. mopping of floors) in accordance with the cleaning procedures set out in the food safety plan.
- Logging maintenance issues through the SIMON system.
- Ensuring a pleasant working environment for the volunteers.
- Ensure that the operation of the canteen is in line with the values of the school community.
- Assist in the set up and preparation of school events, where required.
- Ensuring that students and staff are treated with respect and dignity and should any issues arise, these will be immediately reported in writing to the Business Manager and the school Principal.
- Attend school meetings as required.
- Any other duties as directed by the Principal or Business Manager.

Key Selection Criteria

- Certificate in Food Handling Practices or willingness to complete certificate.

- Genuine interest in working in a school environment.
- Experience in food preparation practices, eg. Café or restaurant experience.
- Strong communication skills.
- Punctual and reliable.
- Ability to work under pressure and unaided.
- Ability to demonstrate a commitment to the Catholic Ethos and values of the College.
- A Commitment to Child Safety including experience working with children, a demonstrated understanding of child safety and a demonstrated understanding of appropriate behaviours when engaging with children. You must be a suitable person to engage in child-connected work and must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications, Licences and Registrations

- Working with Children Check.
- Level II First Aid Certificate.
- Certificate in Food Handling Practices or willingness to complete certificate.
- Willingness to undertake Online Courses as required by Mercy Regional College to ensure the safety of children and young people eg. Department of Education - Mandatory Reporting.
- Willingness to undertake online modules of health and safety as required by Mercy Regional College.