



St Mary's College Broome

Application for the position of

Canteen Assistant

To commence 27 January 2022, Part Time, Ongoing

Name: \_\_\_\_\_

1. Please fill in **ALL** sections of this form, even if you wish to attach Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell at the following address, [Annette.Jooris@cewa.edu.au](mailto:Annette.Jooris@cewa.edu.au)

Your application will be acknowledged by return email. Applications close **12 noon on Friday, 22 October 2021**

4. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. In applying for this position, you will be providing St Mary's College Broome with personal information. By submitting this application, you agree that we may store this information for as long as necessary.
7. We will not disclose this information to a third party without your consent.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.
9. Selection Criteria and Qualifications required are included as an attachment to this document.



6. **REFEREES**

**Professional:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Character (or Professional):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

*I certify that all the information provided is true and accurate.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **ATTACHMENT 1**

### **Selection Criteria for Canteen Assistant**

- Follow the Canteen Policies and Procedures
- Assist in the management of the day-to-day operations of the Canteen, daily record keeping and order placement, banking and ordering
- Follow the correct food and hygiene practices and ensure these are correctly implemented
- Follow the correct cleaning, food handling and OH&S procedures daily, i.e. dusting, disinfecting, cleaning of all fixtures and fittings and mopping of floors

### **Qualifications Required:**

- Current Working with Children Check
- Nationally coordinated Criminal History Check

### **Applicants should submit the following documentation as support to their application.**

- Cover letter
- Curriculum vitae including the names and contact numbers of referees.
- Application Form - only the College application form is to be used.
- Statement addressing the selection criteria.
- Copies of relevant qualifications.
- Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell, at the following address [Annette.Jooris@cewa.edu.au](mailto:Annette.Jooris@cewa.edu.au)

Your application will be acknowledged by return email.