



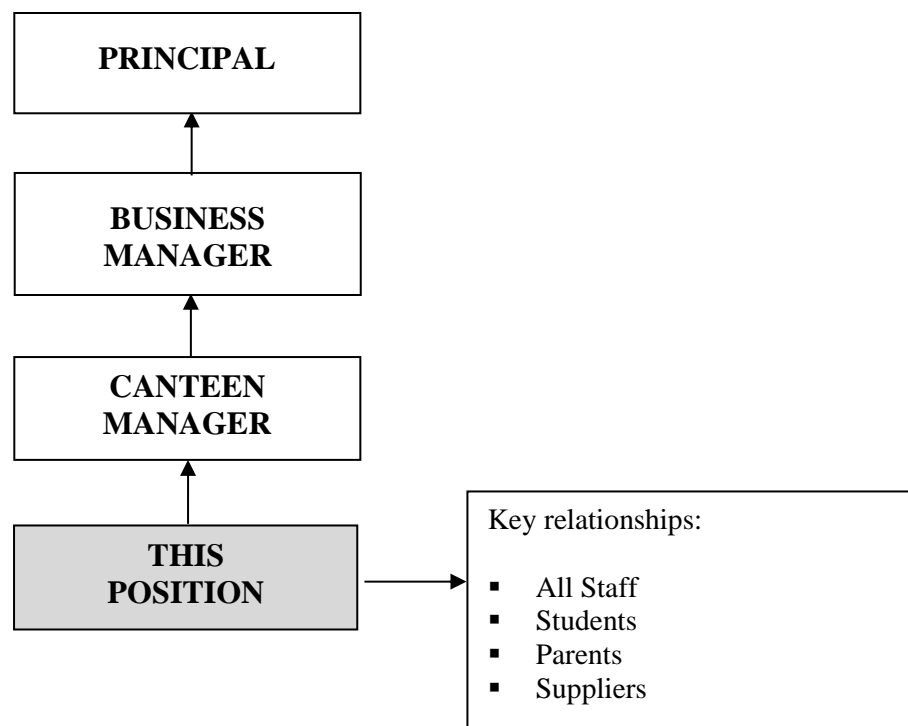
## ST MARY'S COLLEGE BROOME

### Canteen Assistant

**Date:** September 2021

**Position Details:** The Canteen Assistant is to assist in the delivery of a healthy food service to the students and staff of St Mary's College. The Canteen Assistant undertakes range of activities which include food preparation, cooking, serving students, keeping kitchen equipment available for use, ensuring the canteen areas are clean, sanitized and ready for the next day's activities. The incumbent will support the development of strong relationships in the school community in particular with the students, parents and volunteers, teachers, and other school personnel.

**Responsible to:**



#### **Learning**

- Maintain knowledge of current practices in school canteens and changes to food handling and OH&S practices.

#### **Engagement**

- Cooperating with the Canteen Manager and other Canteen staff in organising and accepting delivery of items for special events being conducted by the College
- Ensure all students feel engaged with the canteen, and are encouraged to place orders

- Liaise with a diverse range of people; students and families

***Accountability***

- 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

***Discipleship***

- Support and promote the Catholic Ethos of the College, including participation in events and activities throughout the school year

Any other duties as directed by Principal.

Appointment details as per contract

Required:

- Current Department of Education Nationally Coordinated Criminal History Check – Screening Number
- Current Working with Children Check