



## **Canteen Assistant**

### **Penola Catholic College**

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1440 students.

### **Statement of Purpose**

The Canteen Assistant will be responsible for providing healthy food to College students at recess and lunch times on a daily basis on either campus. Assistance is also provided to the Canteen/Catering Team Leader as required with the preparation of food for functions and events.

### **Job Title**

Canteen Assistant

**Reports to:** Business Manager and Canteen/Catering Team Leader

### **Responsibilities and Accountabilities**

- Prepare and serve morning tea and lunch for staff and students on a daily basis.
- Count daily takings and deliver to office.
- Order supplies, as needed.
- Assist with catering as requested by Canteen/Catering Team Leader and Business Manager.
- Launder tea towels.
- Clean canteen and equipment daily.
- Understanding of food safety and hygiene practices.
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager).

## **Experience and Qualifications**

- Hold a current Food Handling Certificate.
- Punctual
- Be personable and pastoral in all interactions with staff parents and students and have excellent communication skills.
- Team player with good communication skills
- Be highly organized, motivated and able to show initiative and demonstrate flexibility to change to meet student needs.
- Experience in Outlook to access emails
- Be able to build rapport with the Penola Community including parents, students and staff.
- Experience working in a school environment or similar
- Experience working with young people.
- Be able to work independently and part of a team.
- Hold a current Working With Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

## **Annual Review Meetings**

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / inservicing done in support of the role
- Time Management in the fulfillment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

## **Meetings**

Attend staff meetings and other meetings as required.

## **Salary and conditions**

The Canteen Assistant is a School Services Officer Category B Level 1 (work school terms only) in line with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The Canteen Assistant is a part time fixed term position.

## **Professional Development**

Relevant professional development can be accessed by the Canteen Assistant.

## **Occupational Health Safety**

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.