



ST MARY MACKILLOP COLLEGE Swan Hill

ROLE DESCRIPTION

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| <u>JOB TITLE:</u> | Canteen Assistant |
| <u>REPORT TO:</u> | Canteen Manager and Business Manager, and ultimately the Principal |
| <u>RESPONSIBLE FOR:</u> | Assisting the Canteen Manager in the preparing and serving of food/drinks in the school canteen. |
| <u>CLASSIFICATION:</u> | School Support Officer, Category B, Level 2 |
| <u>POSITION STATUS:</u> | Part-time Ongoing |
| <u>WORK HOURS:</u> | 8:30 am to 2:00 pm, 30-minute unpaid lunch break |
| <u>LEAVE:</u> | Gazetted Victorian school holidays |

KEY DUTIES

The Canteen Assistant is responsible for:

- Maintaining a safe work environment in accordance with the Work Health Safety Act.
- Preparation and cooking of food in accordance with the requirements of Safe Food Handling regulations.
- General cleaning and maintaining a hygienic kitchen.
- Ensuring students and staff are served in a timely and courteous manner.
- Accurate cash register transactions.
- Washing of aprons, tea towels etc.
- Assisting with supermarket shopping when required.
- Act in the position of Canteen Manager in the event of their absence.
- Undertake any other duties as directed by the Canteen Manager.

GENERAL:

- Ability to work with a minimum of supervision.
- Work in a harmonious team environment with other canteen staff.
- Excellent interpersonal skills and ability to relate to all members of the St Mary MacKillop College community.
- Undertake catering with the approval of the Business Manager.
- Report any breaches in behaviour by students to the Deputy Principal.
- Completion of compliance modules e.g. Mandatory Reporting, SALT.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.