Background

The idea to establish an independent school in the Great Southern Region arose from the educational needs of families desiring an independent school alternative closer than metropolitan Perth. To meet this need, Great Southern Grammar was founded in 1996 by a Development Committee, which refined the concept and put a business plan in place. Great Southern Grammar was incorporated in 1998 and those who had worked to establish the School became the first Board of Trustees. The Board of Trustees established the inaugural School Council. The School Council as the governing body of GSG are the educational and financial authority for the School.

The School opened in 1999 with 36 students at the temporary Mt Melville Campus. The building master plan was commenced to establish permanent facilities at Lower Kalgan. The School moved into its new home on the shores of Oyster Harbour in Term One of 2000. When local Noongar elder Aiden Eades spoke at the opening ceremony of the School he stated, “The School grounds are of special significance to local Noongars, with the Kalgan and King rivers meeting close by. Never forget that this is Noongar land but you are welcome to use it, especially for the use of something like education.”

Mission Statement

To provide the young people of the Great Southern Region and beyond, a world class school, incorporating a liberal education, the Christian faith and a maritime heritage.

Our Commitment

- To provide our students with a broad and balanced education by encouraging participation in as many learning areas as possible.
- To encourage and enable students to recognise and value their gifts and talents and to develop these in appropriate ways.
- To encourage students, through their exposure to Christian teachings, to explore issues of faith, spirituality and values.
- To encourage students to develop and appreciate the important place which integrity, respect, tolerance and compassion have within the context of a modern society.
Role Purpose

The position of Canteen Assistant plays an integral role in supporting the Canteen Convenor in the daily operation of the School Canteen. Initially a part-time position, as the School student population grows and demand for the canteen increases, the hours may increase.

Relationships

Reports to: Canteen Convenor, Catering Manager, Business Manager, Deputy Headmaster, Headmaster
Liaises with: Canteen Volunteers, Boarding Staff, Kitchen Staff, Teaching, Non-Teaching and Business Staff, Students, Parents and relevant suppliers.

Responsibilities

- Assist with the smooth and efficient operation of the Canteen, on a day-to-day basis, under instruction from the Canteen Convenor.
- Work collaboratively with the Catering Manager and kitchen staff in relation to sharing of facilities.
- Work collaboratively and support P&F volunteers.
- Liaise with the Student Services Officers on a day-to-day basis.
- Support the decisions made for a healthy menu and food preparation in conjunction with the School policy.
- Under the guidance of the Canteen Convenor prepare and cook food in a timely and hygienic manner.
- Assist with cleaning of the canteen area and all equipment.
- Follow workplace Health and Safety procedures and ensure local Council policy and directions for Food Safe are implemented.
- Respect and undertake all hygiene procedures.
- In conjunction with the Canteen Convenor, ensure minimal wastage.
- Ordering and stock control, under supervision of the Canteen Convenor.
- Assume responsibility for the Canteen should the Canteen Convenor be unavailable.
- Attend professional development opportunities as required.
- Any other duties as required by the Canteen Convenor, Catering Manager or the Business Manager
Selection Criteria

A member of the GSG Team is:

Emotionally intelligent, and is
- A strategic and visionary thinker
- A successful communicator
- A goal oriented achiever (and a sensible risk taker)
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A continual learner

Knowledge, Skills, Experience and Attributes

- A Working with Children Check (WWC)
- Police Clearance Check
- A high level of interpersonal skills
- Customer service orientated
- Ability to multi-task
- Ability to work closely with others with a high level of interpersonal skills
- Possess a positive, child centred attitude
- Excellent organisational and managerial skills
- Ability and willingness to uphold and role model the Schools’ values of respect, tolerance, compassion and integrity
- To be comfortable and competent in the handling of money
- Possess a flexible attitude and openness to new ideas
- A clear commitment to the objectives and ethos of Great Southern Grammar
- Ability to work cooperatively and collaboratively as a team member of a team
- Knowledge of the Great Southern Grammar School community

Highly Desirable

- Experience in a school environment or service provider organisation
- Experience in a school canteen
- Food handling practices

Physical Demands

The demands of this role include the ability to be on your feet for the rostered hours daily and involves a high level of manual handling and physical dexterity. A capacity to deal with the requirements and demands of meeting service deadlines is required.
Authorisation

Prepared and authorised by: Business Manager
Approved by: The Headmaster
Date: August 2015

GREAT SOUTHERN GRAMMAR IS AN EQUAL OPPORTUNITY EMPLOYER
AND PROVIDES A SMOKE FREE CAMPUS

Acknowledgement

I acknowledge that I have read, understand and commit to the responsibilities and key areas detailed above.

Signed: _______________________________________

Name: _______________________________________

Date: _______________________________________

Updated August 2015