



## POSITION DESCRIPTION

<b>POSITION</b>	<b>CANTEEN ASSISTANT</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>Catering</b>	
<b>POSITION REPORTS TO:</b>	<b>Canteen Convenor</b>	
<b>POSITION PURPOSE:</b>	The Canteen Assistant plays an integral role in the efficient daily operations of the School Canteen, incorporating food preparation and other kitchen and cleaning duties.	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> Canteen Convenor Catering Manager Business Manager Executive Staff Students	<b>EXTERNAL</b> Parents Suppliers

### ABOUT GREAT SOUTHERN GRAMMAR

**Mission Statement:** To provide a first-class education built on the principles of the Christian faith and led by highly committed staff.

**Our Commitment:** Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

**Our Values:** Integrity | Respect | Compassion | Commitment

**Expected behaviours and attitudes**

1. Actively support the School's Christian ethos;
2. Actively support a child safety culture, with a zero tolerance for child abuse;
3. Adhere to Great Southern Grammar's values;
4. Adhere to the School's Policy, Procedures and Codes;
5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
6. Demonstrate:
  - o energy, enthusiasm and drive;
  - o diplomacy and tact;
  - o an ability to maintain confidentiality;
  - o honesty and an outstanding work ethic;
  - o loyalty to the role, people and the School;
  - o understanding of expectations of independent schooling;
  - o involvement in co-curricular
  - o a positive and proactive attitude; and
  - o respect for self and others.



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KEY AREA	RESPONSIBILITIES AND TASKS
<b>KEY RESPONSIBILITIES</b>	<p>Assist with the smooth and efficient operation of the Canteen under the guidance of the Canteen Convenor;</p> <p>Liaise with Student Services on a day-to-day basis;</p> <p>Support decisions for healthy menu and food preparation in conjunction with School Policy;</p> <p>Basic food preparation as requested. This may include, preparing salads, rolls/sandwiches, wraps, as well as heating pre-packaged options;</p> <p>Follow all hygiene and food safety practices and procedures;</p> <p>Assisting with ordering and stock control as requested by the Canteen Convenor;</p> <p>Assume responsibility of the Canteen in the absence of the Canteen Convenor; and</p> <p>Any other duties as requested by the Canteen Convenor, Catering Manager or the Business Manager.</p>
<b>OTHER</b>	<p>Ensure all allocated tasks are completed in a timely manner;</p> <p>Promotes a positive environment and communicates and works effectively in a team, including in relation to sharing of facilities;</p> <p>Responds to requests and questions in a friendly, professional and timely manner;</p> <p>Maintain high personal presentation and hygiene standards;</p> <p>Participates in staff meetings and attends relevant training; and</p> <p>Support decisions made for health menu and food preparation in conjunction with School policy.</p>
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<p>Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures;</p> <p>Complete administrative and operational activities in alignment with School's requirements; and</p> <p>Be willing to undertake tasks as requested by the Principal or their delegate.</p>
<b>PERSON CRITERIA:</b>	
<b>QUALIFICATIONS:</b>	<p><b>Essential</b></p> <p>Working with Children Check clearance;</p> <p>Satisfactory National Police History Check;</p> <p>Hold appropriate Australian work rights;</p> <p>Maintain the currency of specific expertise through a commitment to ongoing professional development.</p> <p><b>Desirable</b></p> <p>Valid First Aid Certificate;</p> <p>Food Handling Certificate.</p>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b></p> <p>Previous experience in hospitality or a similar role;</p> <p>Previous experience managing and prioritising multiple deadlines;</p> <p>Knowledge of kitchen hygiene practices;</p> <p>Knowledge of safe work practices.</p> <p><b>Desirable</b></p> <p>Mandatory Reporting training</p>
	<p><b>Essential</b></p> <p>Flexible and ability to follow procedures of daily tasks;</p>



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<b>SKILLS AND ABILITIES:</b>	<p>Strong communication skills including ability to establish effective working relationships with colleagues and positive relationships with colleagues, students, and parents/guardians;</p> <p>Strong time management and organisational skills;</p> <p>Demonstrated ability to work autonomously, as part of a team and willingness to help others; and</p> <p>Ability to work flexible hours on occasion, if required.</p>
<b>PHYSICAL DEMANDS OF THE ROLE:</b>	<p>All catering staff must be physically able to perform and sustain the following essential physical job functions on a daily basis:</p> <ul style="list-style-type: none"><li>- The physical ability to stand and/or walk continuously.</li><li>- The physical ability to frequently crouch, push/pull, squat and work above the shoulders during the performance of the daily job routine.</li><li>- The physical ability to perform all tasks in a repetitive nature such as the following tasks but not limited to: sweeping, mopping, scrubbing, peeling fruit and vegetables etc.</li><li>- The physical ability to use both hands for continuous grasping and fine manipulation and in a repetitive nature.</li><li>- The physical ability to occasionally lift, push/pull up to 10kg of weight between the floor and waist, such as cleaning supplies, full garbage bags and/or bins, furniture, trolleys etc.</li><li>- The physical ability to work in all temperatures and weather conditions when required and within legislative guidelines.</li><li>- The physical ability to tolerate any required personal protective equipment such as gloves, safety glasses and other protective equipment deemed appropriate on a continuous basis.</li><li>- The physical capability to use various chemicals used within catering as per the manufacturer specifications.</li><li>- The physical ability to occasionally climb on a ladder to heights up to 2mtr and the physical ability to work on a step ladder.</li></ul>

### KEY SELECTION CRITERIA:

Short-listing of applicants will be based on the following criteria therefore it is recommended that your application demonstrates these areas:

- Demonstrated ability in food preparation
- Demonstrated ability to work as a member of a team
- Demonstrated time management skills with the ability to organise allocated duties effectively
- Display personal attributes of honesty, initiative, flexibility, common sense, punctuality, and the ability to make effective decisions and take direction.

Prior to commencement in this role, the successful applicant is required to attain:

- Successful National Police Clearance
- Working with Children Check