



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Canteen Assistant

Position Level	School Operational Services Unaveraged - Level 3.1
Salary Range (Full-time)	UnAveraged - \$62,282 (based on skills and experience) Casual rates on this basis equate to \$31.43 per hour
Reports To	Business Manager & Principal
Location	Merici College – Braddon ACT
Employment Type	Casual
Employment Status	Casual
Employment Term	N/A
Hours Per Fortnight	Up to 76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The Canteen Assistant works alongside other canteen employees and the canteen manager to ensure the day-to-day operation of the canteen is effective while maintaining the appropriate safety requirements. Duties will also include assisting with the preparation of food, service at Recess and Lunchtime and clean up after service.
Position Duties	Canteen Assistant <ul style="list-style-type: none">• Assists and prepares/cooks/serves food and drink orders for daily operation;• Provide quality canteen and catering customer service including food production and food preparation duties, counter service, clearing tables and cleaning duties;• Provide a clean, hygienic environment for the preparation, storage and safe handling of food;• Follow procedure regarding food preparation and adhere to daily menu plans;• The ability to create simple dishes when required;• Ensure that malfunctioning equipment is reported to the Canteen Manager in a prompt manner using appropriate paperwork;• Washes up during operations;• Ensures detergent and paper towel dispensers are restocked daily;

	<ul style="list-style-type: none"> • Ensures bins are emptied daily and recycling and compost are deal with accordingly; • Undertakes end of term cleaning of the canteen equipment and area; • Promote a safe, secure environment for staff, students and visitors; • Follow Workplace Health and Safety Practices to ensure that the canteen and equipment is operated and maintained in a safe and hygienic manner; • Participate in purpose-based networks, team activities, performance management processes and professional development and training programs; • Performs other appropriate duties as directed by the Canteen/Catering Manager, Business Manager or Principal; • Demonstrates excellent communication and interpersonal skills and the ability to work collaboratively as part of a team.
Skills, Attributes and Experience	<p>Successful applicants for the position will have:</p> <ul style="list-style-type: none"> • A commitment to the goals of Catholic education and a readiness to foster the aims and vision of the College; • Demonstrated ability to plan and prioritise and good communication skills to work effectively with others including volunteers; • Experience or willingness to learn ordering stock, maintaining adequate stock levels and conducting regular stock take; • Ability to work under general direction which may involve working semi-autonomously; • Demonstrated ability to prepare, cook and serve food for a school; • Holds appropriate food handling/food safety certification;
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration; • Holds appropriate food handling/food safety certification.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au