



FRASER COAST ANGLICAN COLLEGE

Role Statement

ROLE TITLE:	Canteen Assistant
DEPARTMENT:	Canteen
REPORTS TO:	Canteen Convenor
RESPONSIBLE TO:	Business Manager
WORKPLACE AGREEMENT:	<i>The Anglican Schools Workplace Agreement 2021</i>
CLASSIFICATION LEVEL:	6E – Retail
DATE PREPARED:	February 2010
DATE REVISED:	October 2023, March 2024

ORGANISATIONAL ENVIRONMENT:

Mission

Fraser Coast Anglican College is a contemporary learning community shaped by the image of God that values the whole child – Body, Mind and Spirit.

We educate our students to use the gift of their education to advance their community as well as themselves.

Vision

Empowering our community for the building of a better world.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies and procedures and any other practices (such as the code of conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Working with Children check (Paid Blue Card).

Note that staff are required to familiarise themselves with the College Youth and Risk Management Strategy, its policies and procedures.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or Head of Sub School) of any misdemeanour so that sanctions may be invoked where required. However, within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE:

The purpose of the **Canteen Assistant** is to support the College community (including Principal, staff, students and parents) providing service for the effective operation of the kitchen/canteen, as well as supporting any internal catering and school function requirements.

RELATIONSHIPS and AUTHORITY:

Canteen staff are appointed by the Principal and the Business Manager, after discussion with the Canteen Convenor. The appointee is responsible to the Business Manager and reports directly to the Canteen Convenor.

RESOURCES AND BUDGET (if applicable):

Not Applicable.

SKILL AND KNOWLEDGE:

- Previously worked in the food industry or related experience in a similar role
- Accurate cash handling skills and proficient using cash registers
- Basic Microsoft Office computer skills including Outlook

- Ability to work well with people of all age levels and varying backgrounds
- Knowledge of food safety and hygiene practices
- Hold a current 'Working with Children check' (Paid Blue Card) or ability to obtain and hold during employment
- First Aid Certificate (desirable)
- Hospitality industry qualifications (desirable)

KEY ACCOUNTABILITIES:

The **Canteen Assistant** will provide effective and efficient operations of the canteen and kitchen by:

- Providing quality customer service, food production, food preparation, counter service.
- Following procedures regarding food preparation and food production and adhere to menu plans.
- Adjust menu plans if needed.
- Cash handling and eftpos transactions and maintaining accurate records.
- Operating and managing internal online ordering system, printing labels, organising and distributing online orders.
- Ensuring a clean, hygienic environment for the preparation, storage and safe handling of food.
- Maintaining a high level of personal, professional and hygienic presentation.
- Ensuring communication is friendly and professional with a customer focus when dealing with all members of the school community.
- Liaising with suppliers regarding deliveries, orders or alike.
- Carrying out stock rotation, inventory counting and reports, and support stocktake procedures communicating with the Canteen Convenor in a timely manner.
- Ensuring that malfunctioning equipment is reported to the Canteen Convenor in a prompt manner using appropriate paper work.
- Supporting internal catering and school functions as requested from the College Community with tasks including but not limited to preparation and production of meals, platters and drinks, and set up and pack down if needed.
- Following Workplace Health and Safety Practices to ensure that the canteen and equipment is operated and maintained in a safe and hygienic manner.
- Promoting a safe, secure environment for staff, students and visitors.
- Other duties as requested by the Canteen Convenor, Business Manager or the Principal.