

POSITION DESCRIPTION



Canteen Assistant

CLASSIFICATION Non-Teaching

EMPLOYMENT TYPE 0.4 EFT Part-time (39 weeks)

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Position Summary

It is the responsibility of the Canteen Assistant to run the canteen efficiently and profitably within the guidelines of the School Board, Canteen Committee and Canteen Policy. The Canteen Assistant has the delegated authority to perform the day-to-day operations of the school canteen under the guidance of the Canteen Supervisor and Business Manager, using established routines, methods and procedures.

The Canteen Assistant must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

The Canteen will operate five days per week, and the Canteen Assistant would be on site Thursdays, Fridays, or any other day in lieu as operationally required (ie. if the Canteen Supervisor is absent).

Job Requirements

The Canteen Assistant is responsible for assisting the Canteen Supervisor with the efficient and professional operation of the Kerang Christian College Canteen.

Responsibilities and Duties

This position has the following responsibilities and duties:

- Canteen operation
- Effective communication
- Ensuring canteen security
- Miscellaneous duties

Canteen Operation

- Opening and closing canteen for allocated work times on designated work days
- Preparing and selling menu items as per the canteen menu
- Serving students, staff and parents (as required) during recess and lunch
- Ensuring suitable hygiene, OHS, customer service and any other relevant points
- Be aware of all canteen manuals, policies and procedures including:
 - ❖ Canteen Healthy Eating Policy and Procedures
 - ❖ Food handling practices and regulations to prevent food spoilage and contamination
 - ❖ Money handling policies and recording of sales & expenses
 - ❖ Occupational Health and Safety
- Ownership of any delegated tasks to staff or volunteers

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Effective Communication

- Establish effective communication with the Canteen Supervisor
- In conjunction with the Canteen Supervisor, ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for volunteers, theme days etc.
- Communicate customer and volunteer feedback to the Canteen Supervisor.

Stock Management

- Delivery dockets to be retained and provided to treasurer for checking against invoices as required.
- Assist with the coordination or completion of daily shopping (as required).
- Manage stock expiry dates to ensure minimal wastage or spoilage of food.
- In conjunction with the Canteen Supervisor, undertake stock takes at the end of each term.

Ensuring Canteen Security

- Securing of cash and keys
- Removal of profits in accordance with processes
- Locking up at the end of the working day and switching off applicable appliances
- Ensuring that only authorised personnel enter the canteen
- Reporting any concerns or damage to the Canteen Supervisor, Principal and/or Business Manager (where relevant).

Miscellaneous Duties

- Weekly washing of canteen laundry.
- Any other duties that may be requested by the Canteen Supervisor from time to time.

Special Requirements

- Hold a current satisfactory National Policy Check and Working With Children Check
- Demonstrate an active Christian Faith and abide by the College's Code of Conduct
- Adhere to and assist with the implementation of safe work practices and procedures in accordance with the Kerang Christian College policies
- Food Safety Certificate – where applicable