



# ROLE DESCRIPTION

## CANTEEN ASSISTANT

### 1. PURPOSE

This role assists in the preparation and serving of meals and refreshments to the student community and College staff.

### 2. REPORTING RELATIONSHIPS

The role reports to the Canteen Manager and works in a team of four.

### 3. RESPONSIBILITIES

- Assist with food preparation including making sandwiches, cutting fruit, and cooking hot meals for breakfast, recess and lunch services on a daily basis.
- Provide customer service via counter service for all students and teachers during breakfast, recess and lunch services, via operation of electronic POS machines.
- Packaging food and stocking shelves.
- Basic cleaning duties.
- Transporting prepared orders from the Senior School Canteen to the Junior School campus.

### 4. REQUIREMENTS

It is a requirement that the Canteen Assistant is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the Leadership Team and Principal.

#### Knowledge and experience

- Experience working within hospitality industry

- Customer service experience
- School experience would be an advantage, but not essential

### **Practical and specialist skills**

- Current Working With Children Check
- Current Driver's License
- Fully vaccinated against COVID 19 to comply with Public Health Order

### **Competencies**

- **Accountable**  
Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.
- **Attention to detail**  
Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follows established procedures where applicable.
- **Communication**  
Exchanges thoughts, opinions, ideas, messages and information through speech, writing or behaviour. Expresses information and ideas clearly and effectively.
- **Embraces diversity**  
Establishes and maintains a motivated and efficient work environment where people of diverse backgrounds are represented, valued and respected.
- **Interpersonal skills**  
Ability to manage relationships and interactions with other individuals or groups. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.
- **Teamwork**  
Willingness to participate as a member of a group that shares a common interest working together co-operatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.