

**Canteen Assistant**

Position Description and Duty Statement

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| **Remuneration Scale** | Entitlements under the VCEMEA: Level 2 Subdivision 1 |
| **Full Time Equivalent** | Casual |
| **Reports to** | Canteen Manager |

**Overview**

All staff members of Clonard College are expected to uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Administration services staff are the public face of the College. Each day every member of the team is called to exemplify the values of hospitality, service, compassion and justice in their interactions with students, staff, families and the general public.

Our College motto *“Strength and Kindliness”* comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

**Primary Objective of the Role**

The role is responsible to support staff and students in the canteen

**Major Areas of Responsibility**

* Food ordering, purchasing and storage
* Food preparation and service
* Canteen administration
* Cleaning

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| **Statement of Duties**  The following duties are aligned to the major areas of responsibility of Canteen Assistant |
| **Food Ordering, Purchasing and Storage**   * Assist Canteen Manager to collate orders for canteen food service and catering required * Complete weekly supermarket shopping as directed by Canteen Manager * Receive orders as required, check orders for quality and check that all items have been delivered * Correct storage of ingredients to maintain shelf life and food safety |
| **Food Preparation and Service**   * Assist food preparation, including cleaning produce, slicing, baking eg. Rolls/wraps/salads/biscuits * Assist breakfast/recess/lunch service including cash handling, check student correct CDF Pay transactions * Assist the collation and distribution of lunch orders * Guide students to correct ordering method and behaviours * Seek assistance form teacher on duty to correctly direct student behaviour |
| **Canteen Administration**   * Assist Canteen Manager in stocktake of canteen inventory * Provide aid and training to parent volunteers * Complete compliance modules, and attend professional development and training as required |
| **Cleaning**   * Fridges (inside and out), bulk storage containers (inside and out), hand washing basins, food washing basin, tables, chairs, ovens, rubbish bins, benches, cupboards, drawers, shelves, window sills and microwave ovens and canteen appliances to be wiped regularly throughout each week following food preparation and service * Floors cleaned daily * Ovens, and other preparation and cooking equipment thoroughly cleaned at the end of each term * Oven trays, cake tins etc to be checked and replaced if damaged * Storage shelves in storeroom regularly cleaned and sorted |
| **OTHER**  The Canteen Assistant is, at times, required to undertake other duties related to the role as directed by the Canteen Manager and other times in consultation with the Business Manager.  The Canteen Assistant will undertake professional development and training in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role. |

**Qualities and Capabilities**

The effective performance of Canteen Assistant will be due to their demonstration of a comprehensive range of the following:

**Attributes & Dispositions**

* respect for the core values of Kildare Education Ministries as lived at Clonard College
* commitment to Clonard Vision
* hospitable and timely service to all who engage with the office of the Principal
* loyalty, trustworthiness, dependability and reliability
* generates ideas and is committed to continuous improvement and system efficiencies
* proven ability to provide clear and effective communication in a variety of formats to various audiences
* openness to learning in all situations
* collaborative and flexible participation in professional settings
* compassion, objectivity and clarity when handling difficult situations
* confidentiality and discretion when handling sensitive information
* perseverance and patience in complex and stressful situations
* understanding the need for mutual accountability
* confidence and enthusiasm about the students

**Commitment to Catholic Education**

* A demonstrated understanding of the ethos of a Catholic school and its mission
* Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
* Demonstrate a commitment to personal witness as a member of a faith community

**Commitment to Child Safety**

The Canteen Assistant will:

* have a demonstrated understanding of child safety
* have a demonstrated understanding of appropriate behaviours when engaging with children
* be familiar with legal obligations relating to child safety (e.g. mandatory reporting)
* be a suitable person to engage in child-connected work

**Knowledge & Understandings**

* comprehensive understanding of the College’s policies and procedures
* the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information
* first aid competence demonstrating the skills and knowledge required to provide first response

**Skills & Capabilities**

Excellent administrative skills demonstrating:

* Strong organisational and time management skills
* Excellent interpersonal skills and ability to relate to all sections of the Clonard community
* Basic computer skills and literacy, with a working knowledge of computer programs including Word, Excel and Outlook
* The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the administration services of the College

Excellent capabilities in the use of information and communication technologies i.e.:

* CDF Pay

The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.

**Risk and Occupational Health and Safety**

The Canteen Assistant will:

* comply with legislated occupational health and safety practices and participate in consultative processes
* observe safe work practices in accordance with training and instruction given
* identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
* promote and implement occupational health and safety and risk mitigation processes within the College

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| **Key Communications** | | |
| Internal  Canteen Manager  Students  All staff  Business Manager | Committees  N/A | External  Food inventory suppliers  Parents  Visitors to Clonard |

**Background & Qualifications**

* Demonstrated experience in a customer service role
* Experience in an educational setting (desirable)
* Professional qualifications Food Handling and Allergy management (desirable)
* Current First Aid Certificate

**Other Requirements**

* Valid Working with Children Check Card (WWCC)
* National Police Record Check
* Comply with the Clonard College Child Safety Code of Conduct

**Authorised by: Business Manager**

**Date: 17 March 2021**

**Revised:**