



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Casual Canteen Assistant

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Business Manager
Category	Administrative and Technical Officers
Tenure	Casual

PURPOSE OF THE POSITION

The Canteen Assistant is to assist the Canteen Manager with the day to day management and operation of the Canteen according to the policies and procedures of St Mary MacKillop College. They are to deliver excellent customer service and develop strong relationships within the College community in particular with the students, parents and volunteers, teachers and other College personnel.

CORE RESPONSIBILITIES

- Prepare and cook food as directed by the Canteen Manager .
- Serve foods and drinks at the times specified by the student timetable.
- Money handling.
- Ensure that the canteen and equipment are hygienically clean and kept in good order and well maintained.
- Stock-take as required.
- Take orders from and supply lunches to College staff.
- Undertake any other duties as may be requested by the Business Manager or Principal.

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

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Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.