## 

| Marian College Ararat |  |
| --- | --- |

**Canteen Assistant**

| **Location : Marian College Ararat** |
| --- |
| **Classification : School Services Officer, Category B, Level 1** |
| **Reports to : Canteen Manager** |

| **STATEMENT OF DUTIES** | |
| --- | --- |
| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Canteen Assistant** | * Over the counter sales * Help organise food for recess and lunch * Food preparation * Collate and prepare lunches for St Mary’s Primary * Clean and sanitise after recess and lunch |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Fill in for the Manager when absent and taking responsibility for :   Food Safety Records  Cleaning Maintenance  Ordering for the next day   * Other duties as directed by the Principal, Business Manager, Canteen Manager |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation * Maintain up to date Food & Safety qualifications * Maintain up to date training in anaphylaxis allergy awareness |