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| Marian College Ararat |  |
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**Canteen Assistant**

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

| **STATEMENT OF DUTIES** |
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| **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.

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| **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
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| **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
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| **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 RecordsCleaning MaintenanceOrdering for the next day* Other duties as directed by the Principal, Business Manager, Canteen Manager
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| **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
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