

Marian College

Canteen Assistant



Position Description

Position reports to Principal & Business Manager

Position Overview

The canteen assistant supports the daily operations of the canteen, providing safe and efficient food services to staff and students, as well as assisting with the preparation of catering for College events.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures
- Support KEM's commitment to ecological responsibility and stewardship.

Canteen Assistant role

- Over the counter sales
- Help organise food for recess and lunch
- Food preparation
- Collate and prepare lunches for St Mary's Primary School
- Wash dishes
- Clean and sanitise equipment and canteen kitchen after recess and lunch
- Restock fridges and shelves
- Fill in for the Canteen Manager when absent and take responsibility for :
 - Food Safety Records
 - Cleaning Maintenance
 - Ordering for the next day
- Maintain a food handling qualification

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
- Other duties as directed by the Principal, Business Manager or Canteen Manager

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Maintenance and Grounds Officer must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

Other duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.