



Job Title:	Canteen Assistant
Reports To:	Canteen Manager
Direct Reports:	None
Section of School:	Education Services
Liaises with:	Whole School Community and prospective families

St Stephen's School Vision:	St Stephen's School is a Christ-centred, student-focused and community-based School of the Uniting Church.
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's School is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The role of the Canteen Attendant is to assist with the smooth and efficient operations of the Canteen under the guidance of the Canteen Manager. Duties might include (but not limited to) - preparing meals, serving patrons of the canteen, using the till, efpos machine and daily balancing of tills.</p> <p>The Canteen Assistant will ensure that a high standard of catering, health, safety and hygiene is maintained at all time.</p> <p>Other requirements of the role are cleaning the canteen, including pantries, freezers, cool rooms, and store rooms as well as clearing waste to appropriate areas and ensuring that equipment and utensils are cleaned to appropriate standards.</p>
Role requirements:	<ul style="list-style-type: none"> • At the direction of the Canteen Manager, assist with the preparation and sale of food, as well as with the management and recording of the relevant finances • Preparing and serving of morning tea and lunches for students • Serving of customers to the canteen • Assist Canteen manager in the catering of school functions as required • Cash register operation and cash handling • Cleaning of the canteen and canteen equipment • Reporting of building and equipment maintenance to the Canteen Manager • Assist in maintaining a high standard of cleanliness and hygiene with the canteen environs • Maintain FoodSafe practices at all times • Receiving, checking and storing stock in a timely fashion • Reporting OSH matters to the Canteen Manager • Ability to work unsupervised and also ability to pick up new skills quickly <p>Training requirements:</p> <ul style="list-style-type: none"> • FoodSafe Food Handler Training Program • WA School Canteen Association Traffic Light Training • All About Allergens 2 - Food allergy Aware training



Key Performance Indicators:	<ul style="list-style-type: none"> Develop and maintain positive professional relationships with all members of the School community. Provide a high level of customer service and demonstrate initiative. Complete all activities quickly with attention to detail, accurately and to a consistently high standard in order to meet deadlines as set by the Canteen Manager. Maintain Food Safe practices at all times. Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. Other KPIs will be agreed with your manager through the induction process and ongoing evaluation and goalsetting
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Selection Criteria:	<ul style="list-style-type: none"> Experience in a School canteen would be highly desirable Suitable qualification and training (eg Hospitality, Food Handling) is desirable Experience working with Quickcliq or a similar online ordering system would be preferable Current First Aid Certificate Administrative experience (eg daily takings in absence of Manager) Knowledge of food hygiene practices and relevant Occupational Health and Safety Regulations. Excellent interpersonal skills and ability to relate to all sections of the community i.e. staff, students and suppliers Ability to work under pressure Excellent communication skills Demonstrate initiative and take a proactive and flexible approach to tasks. A commitment to customer service. Demonstrated commitment to contributing to a positive team environment The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment National Criminal Record Checking (except Teaching staff) Willingness to positively and actively contribute to the Christian culture of the School
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I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	Date: [acceptance_date]
<i>This document was approved by Head of Campus/Canteen Manager – Feb 2023</i>	



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	Feb 2023	Feb 2025	Allison Omar	Reviewed and updated	HOC
1	Oct 2021	Oct 2023	Steph Snyman	New	HOC