



Canteen Team Member

## Canteen Assistant Team Member

### Position Summary

Our canteen team member support and assist the College and members of our community through provision of nutritious snacks and meals suitable for students and staff, that meet with the healthy food guidelines.

A canteen member will work in a team environment and prepare and comply with safe food handling practices daily. The position is part time and works during College term times only.

### Role Description Major Responsibilities

The ideal candidate works under the direction and guidance of the Canteen Supervisor reporting to the Business Manager. They work in collaboration with additional team members, including parent volunteers to the work area:

- Assisting in the making innovative and nutritious meals suitable for students and staff to meet with College recess and lunch deadlines.
- Preparing food on a daily basis according to the seasonal menu and as directed by the Canteen Supervisor and in line with Safe Food Handling practices.
- Following instructions and directions as set out by the Canteen Supervisor.
- Have an ability to work within a team working environment.
- At all times ensure the canteen and pavilion areas are hygienic and well prepared.
- Have good preparation of food area, and clean-up of same.
- Have a focus on hygiene issues within a school canteen setting.
- Print and prepare orders from Flexischools.
- Assisting with orders from external sources or providers (when required).
- At times, may need to work under minimal supervision.
- Be welcoming and encouraging at all times of any volunteer parents and/or visitors by providing a positive working environment.
- Understand and adhere to Work Health and Safety principles.
- Compliance with College Policies and Procedures.
- Any other duties set out by the Canteen Supervisor and/or Business Manager as directed.

### Reporting Relationships

The position reports directly to the Canteen Supervisor with strong lines and relationship links with the Business Manager.

**Internal Relationships:** In carrying out the responsibilities listed in the Position Description, the Canteen team member will have strong liaison with student and staff from across the College as required to achieve the requirements of the position.

**External Relationships:** The Canteen team member will liaise with members of the College community, relevant committees, and outside associations, as well as peers in similar schools as necessary to fulfil the objectives of the position.

## Remuneration

The remuneration for this position will be set in accordance with the Independent Schools NSW (Support and Operational Staff) Staff Multi-Enterprise Agreement (2021).

## Employee Acknowledgement

*I have read and understood the contents of this position description and accept the following:*

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*
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Signature	Date

## AUTHORISATION *(internal use only)*

Business Manager Name	Signature	Date
Head of College Name	Signature	Date