



LA SALLE COLLEGE

ROLE DESCRIPTION

Canteen Assistant

ACCOUNTABLE TO:	Canteen Manager
LEARNING AREA:	Canteen
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	School Employees, Level 2

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Canteen Assistant is responsible for assisting the Canteen Manager and the Canteen team with the preparation and serving of morning tea and lunch and general cleaning.

Within the role, the Canteen Assistant supports the Catholic Identity of the College, works collaboratively with other staff and members of the school community, and undertakes additional duties as directed by the Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Seeks or maintains Accreditation to Work consistent with Catholic Education Commission Western Australia (CECWA) policy

2.0 CANTEEN

- 2.1 Food is prepared in a timely and efficient manner while maintaining the highest level of hygiene at all times
- 2.2 The Canteen and canteen equipment is maintained at the highest level of cleanliness at all times
- 2.3 Health and safety regulations that apply are upheld at all times
- 2.4 Ordering of canteen supplies is conducted as directed by the Canteen Manager
- 2.5 Participation in the quarterly stock take

3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community
- 3.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

SELECTION CRITERIA

The individual appointed to the position of Canteen Assistant must:

- Have previous experience in a similar role
- Have strong interpersonal skills
- Possess sound understanding of OHS requirements
- Possess sound numeracy skills and the ability to correctly calculate change
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check
- Hold and maintain Accreditation to Work in a Catholic School

DOCUMENT CONTROL

Version: 1.0 Reviewed: Feb 2021 Next Review: Feb 2022 Reviewed By: HR