Canteen Assistant Position Description – Casual

Contact Person: Jodie McAvoy
Contact Number: 4078 0222

Position:	Canteen Assistant
Location:	Innisfail State College
Salary:	$35.95 per hour which includes 25% casual loading, less tax
Status:	Parents' and Citizens' Association Award – State 2016 (Award)
Reports to:	P&C Vice President – line manager, Canteen Manager – Direct supervisor
Hours:	3-9 hours per week *[or as negotiated]*
Probation period:	6 months with monthly reviews

The overarching goal of the Canecutter Café is to provide a nutritious, hygienic and economically viable food service to the school community, supporting the healthy lifestyle messages students learn in the classroom.

Role of the Position

To assist the Canteen Manager in the day-to-day operations of the Canecutter Café.

Working Relationships

The position is accountable to the Vice President Innisfail State College P&C Association and the P&C Executive members, with direct reporting to the Canteen Manager. The jobholder is employed by the Innisfail State College P&C Association and will work in partnership with the Innisfail State College.

Duties and Responsibilities:

As directed by the Canteen Manager, assist in the day-to-day operation of the canteen within the guidelines and processes set by the school and Innisfail State College P & C Association.

- Preparing and serving food in a safe and hygienic manner.
- Collecting and collating orders (either over the counter or via online ordering system).
- Exceptional customer service to both students and school staff.
- Receiving and checking stock against invoices, ensuring it arrives in a food safe manner (within temperature, not damaged etc).
- Ensure stock is stored in accordance with correct food handling and hygiene procedures.
- Comply with any workplace, health and safety standards, notifying management of any incidents or hazards.
- Participate in the daily and scheduled (weekly, termly, annual) leaning of the Tuckshop as directed.
- Understand the principles of the *Smart Choices* Strategy and encourage compliance of all menu items.
- Count daily takings, with the Canteen Manager as required, and ensure policy is followed to safeguard takings.
- Undertake required training for the position.
- Promote a pleasant and supportive working environment for all staff and volunteers.
- Assist with stocktake of goods, as requested by Management / P&C.
- Other duties as defined by the Canteen Manager / P&C.

Experience / Skills Required:

If not already achieved, the jobholder will seek to obtain the following skills through professional development, supported by the P&C.

Meal preparation, including managing the preparation of multiple menu items simultaneously.

- Food safety training.
- Customer service skills along with the ability to think on your feet and troubleshoot.
- Basic computer skills / ability to learn Point of Sale system.
- Any compliance requirements as set out by Innisfail State College.

Working with Children Check

Obtaining or holding a Commission for Children and Young People Blue Card is a **requirement** of this position.

Smart Choices Food and Drink Supply Strategy for Queensland Schools

Information about this Education Queensland strategy is available at:
http://education.qld.gov.au/schools/healthy/food-drink-strategy.html