# Canteen Assistant Position Description – PPT

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| **Position:** | Canteen Assistant |
| **Location:** | Innisfail State College |
| **Salary:** | $28.76 per hour |
| **Status:** | Parents' and Citizens' Association Award – State 2016 (Award) |
| **Reports to:** | P&C Vice President – line manager, Canteen Manager – Direct supervisor |
| **Hours:** | 6-18 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