



**MARIAN
COLLEGE**

Canteen Assistant

POSITION:	Canteen Assistant
REPORTS TO:	Canteen Manager and Principal
ROLE TENURE:	Fixed Term
FTE:	0.8
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) School Services Officer, Category C, Level 2. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationship they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

Reporting to the Business Manager, via the Canteen Manager, the Canteen Assistant plays a pivotal role in serving the College community with a true customer focus.

The Canteen Assistant supports the effective running of school canteen services and ensures the delivery of hygienically prepared and healthy food at an affordable and reasonable price. The Canteen Assistant must follow safe and appropriate practices in relation to hygiene, health laws and regulations in relation to the preparation and serving of food. The Canteen Assistant must demonstrate a high level of professionalism, excellent organisational and communication skills, and a commitment to the values of a Catholic school.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

The Canteen Assistant supports the running of effective canteen services, including but not limited to the following responsibilities and duties:

- At the direction of the Canteen Manager, assist with the day-to-day operations of the canteen, including the preparation and sale of food, daily record keeping, and opening the canteen.
- Process sales and receipts through the point of sale (POS) system and cash drawer. Counting and recording the daily takings.
- Prepare and serve recess and lunches for students.
- Assist Canteen manager in the catering of school functions as required.
- Cash register operation and cash handling.
- Cleaning of the canteen and canteen equipment.
- Assist in maintaining a high standard of cleanliness and hygiene with the canteen environment.
- Maintain FoodSafe practices at all times.
- Receive, check and store deliveries and stock in a timely fashion.
- Report equipment maintenance and OH&S matters to the Canteen Manager.
- Ability to work unsupervised and also ability to pick up new skills quickly.
- Treat students with respect, and if problems occur, advise Canteen Manager or teacher on duty.

Professional Learning

- Engage in ongoing professional development to enhance communication, and customer service skills, and annual compliance training.
- Stay informed about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

Canteen Review

The College Executive Team oversees the strategic management of the canteen and ensures staff and volunteers can operate the canteen effectively and profitably meeting all specified requirements.

This role is required to meet with the College Executive Team at least once a term to discuss:

- Strategic directions and opportunities.
- Reviewing of menu items (to uphold healthy food and cultural diversity options), costs, profit margins, and resourcing.
- Promotion or removal of products.
- Profitability.

Other

The Canteen Assistant is, at times, required to undertake other duties related to the role as directed by the Principal, Assistant Principals, and Business Manager.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.

The Marian College community is committed to promoting the safety, wellbeing and inclusion of all students



- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

OTHER

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Other duties as directed by the Principal.

KEY SELECTION CRITERIA

1. Demonstrate a commitment to Catholic education and to the safety and wellbeing of children.
2. Strong organisational skills and a demonstrated ability to work independently and collaboratively in a team environment.
3. Knowledge of food hygiene practices and relevant Occupational Health and Safety Regulations.
4. Excellent interpersonal skills including the ability to engage with young people..
5. Experience in or knowledge of purchasing and stock control.
6. Experience in basic accounting principles and processing daily takings in the absence of the Canteen Manager.
7. Strong customer–service focus, with a friendly disposition.
8. Capacity to manage own workloads and meet required deadlines.
9. Competent computer skills and ability to use electronic based school systems.
10. Safely conduct physical manual tasks unaided, including standing for stretches at a time, lifting/carrying, pushing/pulling, reaching and bending.
11. A commitment to ongoing professional learning and growth in skills.

QUALIFICATIONS

Essential

- Working With Children Check.
- A current and satisfactory National Police History Check.

Desirable

- First Aid Certificate (Minimum Level 2).
- Suitable qualification and training such as Hospitality or Food Handling.
- Experience working in a school canteen or similar environment.

