



# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

<p><b>Mission Statement</b></p> <p><i>Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.</i></p>	
<b>Position</b>	Canteen Assistant
<b>Specifications</b>	Responsible to Canteen Co-ordinator and ultimately responsible to the Business Manager and Principal Casual position – 10 to 15 hours per week.
<b>Position Summary</b>	FLCR is seeking a Canteen Assistant whose role is to assist in food preparation and service to approximately 800 students across two campuses. This position would suit someone wishing to work during school hours. The successful applicant will be able to work with a small team and must hold a current Working with Children Blue Card.
<b>Academic Qualifications</b>	The Canteen Assistant needs no formal qualifications; however a background in food preparation, stock control and a familiarity with College procedures would be desirable. The Canteen Assistant must have excellent organisation, communication and team skills.
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Demonstrate a high level of effective organisation and time management skills.</li> <li>2. Demonstrate an ability to provide quality customer service.</li> <li>3. Demonstrate an ability to work in a team contributing to team effectiveness.</li> <li>4. Demonstrate an understanding of food hygiene standards and food handling requirements.</li> <li>5. Exhibit behaviour, through words and actions that reflect the ethos and Christian values of the College.</li> <li>6. Hold a Positive Notice Blue Card issued by the Commission for Children and Young People and Child Guardian.</li> </ol>
<b>Key Responsibilities</b>	<p>The Canteen Assistant will be expected to:</p> <ul style="list-style-type: none"> <li>• Assist in the efficient and effective operation of the Canteen.</li> <li>• Practise correct food handling and hygiene guidelines when preparing and storing food.</li> <li>• Observe Workplace Health and Safety practices within the Canteen and notify the Canteen Co-ordinator of any potential or actual hazards or any dangerous occurrences.</li> <li>• Prepare food orders and assist the efficient sales of food and drinks to customers.</li> <li>• Assist with the counting and banking of daily takings.</li> <li>• Assist in maintaining and managing stock.</li> <li>• Assist in the ordering of a variety of required stock.</li> <li>• Ensure that correct food hygiene practices are observed to prevent spoilage and contamination.</li> <li>• Protect foodstuffs from vermin.</li> </ul>

- As directed, ensure that equipment is used correctly, cleaned promptly, well maintained and advise the Canteen Co-ordinator of any necessary repairs.
- As directed, receive and check stock against invoices/delivery dockets ensuring quality; bring to the attention of the Canteen Co-ordinator any stock not up to standard and assist in obtaining credit notes for the same. Match quantities with delivery dockets before signing.
- Supporting and in a team spirit, guiding all volunteers in Canteen activities.
- Assist in end of term clean up, stock inventory, and before term delivery of stock.
- Maintain confidentiality of all matters relating to the Canteen and the College in general.

#### **1.5 Other Duties**

- Other duties commensurate with the skill set of the position as directed by the Principal and or Business Manager.