



Courage in Wisdom | Hope in Love

Job Description

Title:	Canteen Assistant
Reports to:	Canteen Coordinator
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
Employment Type:	Casual/Part-Time

Position Summary

As a Canteen Assistant, your primary responsibility will be to deliver healthy, nutritious food and refreshments to the students of the college in accordance with Foodsafe WA regulations. You will work closely with the Canteen Coordinator to ensure the smooth day-to-day operations of the canteen.

Job Description

Responsibilities:

- Adhere to the College and canteen policies and procedures at all times.
- Assist in the daily operations of the canteen, including maintaining daily records, and preparing for service.
- Assist with and checking all supplies against invoices and delivery dockets if required.
- Count and record daily takings with another staff member and securely deposit takings in the safe at the end of each day.
- Assist with cleaning tasks related to the canteen's main function, including dusting shelves, wiping down benches, and cleaning equipment and fixtures.
- Assist the Canteen Coordinator in ensuring security measures are followed, including securing money and keys, arming security alarms, and restricting access to authorized personnel only.
- Maintain a pleasant working environment for canteen staff and volunteers.

Selection Criteria

- Excellent written and verbal communication skills.
- Enjoyment in helping students and interacting with the school community.
- Warm, welcoming disposition with a customer service-oriented attitude.
- Ability to work effectively both independently and as part of a team.
- Ability to work well under pressure with minimal supervision.
- Proficient money-handling skills.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.



- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	