

ARDEN



CANTEEN ASISSTANT [WHOLE SCHOOL]

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

General expectations

As a member of the School's staff you will

- Exhibit conduct in keeping with the School's mission and vision
- Reflect and promote the School's Christian values of Love, Hope, Service, Courage, Compassion and Respect
- Display integrity and sound judgment and be committed to ethical behaviour
- Work constructively and collaboratively with team members and with others
- Take personal responsibility for actions and consequences
- Communicate effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Possess an openness to change
- Adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

Experience & Qualifications

- ☐ Experience in an educational context with food management and service (desirable)
- ☐ Food safety certification (desirable)

Personal Attributes

- ☐ Warm, welcoming and professional manner
- ☐ Presents a professional and positive demeanour
- ☐ Possesses a strong work ethic
- ☐ Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- ☐ Strong organisation and time management skills
- ☐ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- ☐ Ability to effectively communicate

Essential Skills

- ☐ General understanding of food safety requirements
- ☐ General knowledge of food preparation and cooking styles
- ☐ Ability to mix well with people at all age levels and varying backgrounds
- ☐ Ability to work collaboratively and be flexible in working hours, when applicable
- ☐ Ability to develop healthy professional relationships with food suppliers
- ☐ Ability to establish and maintain effective communication between the Business Manager, staff, volunteers and suppliers
- ☐ Sound written and verbal communication skills
- ☐ Commitment to model the Christian values in a school environment
- ☐ Commitment to comply with relevant food safety and handling obligations

POSITION PROFILE

The Canteen Assistant undertakes a range of activities including food preparation, cooking, serving students, food purchasing and storage, keeping kitchen equipment clean and readily available for use while ensuring the canteen areas are clean, sanitised and ready to go.

The Canteen Assistant is expected to undertake daily tasks such as, but not limited to, the following:

- ☐ Process and prepare grocery and/or food items for purchase
- ☐ Organise and prepare Recess and Lunch orders
- ☐ Facilitate over the counter sales to students, staff and/or volunteers
- ☐ Pick up stock, grocery supplies and/or food orders from alternate campuses (if required)
- ☐ Assist with food preparation and canteen services at the Junior and Secondary campus (as required)
- ☐ Assist with the ordering and purchasing of stock and fresh produce (if required)
- ☐ Undertake adhoc stock counts (if requested)
- ☐ Assist with ensuring all delivery orders and invoices are checked against quantity and price
- ☐ Ensure canteen equipment is functioning and report any issues to the Canteen Manager in a timely manner
- ☐ Ensure the canteen is cleaned daily

Expectations

- ☐ participate in professional development, both internal and external to ensure your practice is continually growing and developing
- ☐ demonstrate your support of and respect for the School's vision, values, goals, policies and procedures in all aspects of performing your role
- ☐ contribute to the effective and efficient running of the canteen
- ☐ demonstrate positive and cohesive working relationships with staff (including volunteers) and students

Work Health & Safety (WHS)

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- ☐ participating in the development of a safe and healthy workplace
- ☐ complying with any instructions given for their own safety and health and that of others
- ☐ adhering to safe work procedures
- ☐ being familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)
- ☐ reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- ☐ not placing others at risk by any act or omission, or
- ☐ not wilfully or recklessly interfering with any safety requirement of the School.

Other Duties and Responsibilities (as required)

- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Attend professional learning events, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or as delegated)

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. The responsibilities and expectations of this position may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

Role classification

Industrial Agreement	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement (MEA) 2021
Classification	Canteen Assistant
Level	1.2
Hours (usual)	18 hours per week Days and hours as mutually agreed with Canteen Manager at both the Junior Campus (Beecroft) and Secondary Campus (Epping)

Staff are employed at a classification level and assigned to a role rather than appointed to a position.
Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

Reports

This role reports directly to the Canteen Manager.
There are no direct reports for this role.

Professional Review

This Position Description is intended as a framework for professional review.