



## POSITION DESCRIPTION and APPLICATION PACKAGE CANTEEN ASSISTANT

<b>Reports To:</b>	Canteen Manager
<b>Support Staff:</b>	This role will be supported by a range of personnel, including: <ul style="list-style-type: none"><li>• Canteen Manager</li><li>• Business Manager</li><li>• Other College staff</li></ul>
<b>Tenure:</b>	Casual
<b>FTE:</b>	Rostered to meet the requirements of the College.
<b>Remuneration:</b>	The rate of pay as a Casual School Services Officer will be equivalent to a School Services Officer Level 1 Subdivision 1 with a relevant loading in lieu of leave entitlements as per the VCEMEA.

### JOB SUMMARY

The Canteen Assistant will assist the Canteen Manager in the daily organisation, implementation and service within the Canteen.

### DUTIES AND RESPONSIBILITIES

- Food preparation and handling
- Customer service and money handling
- Set up and clean up of the canteen
- Daily ordering of produce as required

Other tasks as directed by the Canteen Manager.

### EXPERIENCE AND QUALIFICATIONS:

It is anticipated that the Canteen Assistant will have experience or qualifications relating to the following:

- Customer Service and Administration skills
- Sound money handling skills
- Food handling certificate
- Food handling supervision certificate

- Working With Children Check – Employee status
- National Police check
- Proof of Full Covid Vaccination (Including Booster)

### **Key Selection Criteria**

The Key Selection Criteria that will be used to select the Canteen Assistant are:

1. Demonstrated respect and commitment for the educational philosophy of St Patrick's College.
2. Demonstrated ability or experience in food handling and canteen administration.
3. Demonstrated high level information and communication, time management and administrations skills.
4. Demonstrated ability to work effectively as part of a team of people.

### **APPLICATION PROCEDURE**

Please adhere to the following guidelines when submitting your application:

- a cover letter which set out your interest in applying for the role, what you offer to the role and a broad outline of experience – *one (1) page*
- a resume which sets out relevant work experience – *up to four (4) pages*

Applications must be submitted as a single PDF document to [jobs@stpats.vic.edu.au](mailto:jobs@stpats.vic.edu.au). No hardcopy applications will be accepted.

Please note that the College will be using a shortlisting process to consider applications, and interviews will be offered based on that shortlisting process.

**Applications close at 4.00pm on Monday, 28 March 2022.**