



Position Title:	Canteen Assistant
Position Type:	Casual
Department:	Food Services
Approved:	April 2025 by Business Manager
Hours per week / FTE	0
Award Classification	School Operations Services Employee – Level 1

The aim of St Columba Anglican School is to be the most outstanding regional school in New South Wales. It is the product of the vision of a community - to build a school with access to all who want their children to achieve the highest standards of education and behaviour.

St Columba Anglican School is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The School is a community school in the sense that its doors are open to all, so long as they are sympathetic to and support the School's Christian foundation.

Values are the heart of an organisation driving school culture, expectations, behaviours, and decision making. The St Columba Anglican School values, grounded in the Christian understanding of Faith, Hope, Truth and Love lay the foundation for our purpose and priorities for the future.

Role Purpose

The Canteen Assistant supports the efficient daily operations of the school canteen by working collaboratively with the canteen team to provide a high-quality food service. This role involves assisting with food preparation, maintaining a clean and hygienic environment, and supporting the service of meals during break times. This position plays an important part in delivering nutritious and enjoyable food options to students and staff, while upholding standards of safety, cleanliness, and customer service.

Key duties and responsibilities

Key results areas

- Food is prepared in a timely and efficient manner while always maintaining the highest level of hygiene.
- Food is prepared as directed by the Canteen Coordinator.
- Work environment is always maintained at the highest level of cleanliness.



Critical duties include

- Prepare food items to be sold for long break and short break, including pre-ordered items following directions.
- Washing of dishes and cleaning of canteen equipment, shelves and fridges.
- Sweeping and mopping of floors as directed.
- Assist in restocking Canteen with fresh supplies.
- Assist in catering for Food Service functions as directed.
- Other duties as delegated by Canteen Coordinator.

Other duties may include

- Assistance with events set-up, catering and clean-up.
- MySchools Connect order reconciliation.
- Counting of takings and cash handling.

Personal attributes

- Ability to work as part of a team.
- Ability to work in a fast paced, commercial kitchen.
- Ability to communicate with students, parents and staff in a friendly welcoming manner.
- Energetic and well organised, paying particular attention to personal cleanliness.
- Ability to adapt to the varied demands of life in the canteen.
- Excellent communication and interpersonal skills

Qualifications and Experience

- Previous experience working in Food Services is essential
- Food Safety Certificate or the ability to acquire.
- Food handling experience.
- Ability to work independently as well as part of a team.

Additional Requirements

- Current Working with Children Check
- Current First Aid Certificate (or willingness to gain one)



Child Safety

St Columba Anglican School has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable to ensure adherence to the policies of the School, in particular those relating to the safeguarding of children.

General Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by St Columba Anglican School's Staff Code of Conduct, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

Mandatory Criteria

Current Working with Children Check – verified

Organisation Chart Relative to Position

The Manager's Manager: Business Manager

The Immediate Line Manager: Canteen Coordinator

This position: Canteen Assistant