

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION **~ CANTEEN OPERATOR ~**

Title	Canteen Operator
Appointed by	Executive Principal
Responsible to	The Campus Principal through Office Manager

RESPONSIBILITIES AND DUTIES

Overview

The Canteen Operator is expected to support the school to ensure the smooth running of the campus canteen with a high level of customer service.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- You will be required to ensure that you:
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - Work positively towards the success of School activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Support the ethos that the School requires in its campuses.
 - Strive for excellence in your performance and participate in performance management processes to enhance your performance.
 - Are aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and the Principal.

Provide an example to all by:

- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.

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- Always acting in the best interests of the School and its ethos.
- Modelling the use of appropriate and proper channels of communication.

Specific Areas of Responsibility

- Operate the Campus Canteen as required.
- Ordering and obtaining supplies for the Canteen including menu selection and sourcing of supplies.
- Preparation of food for student or staff orders and direction to other staff, including volunteers, in the same.
- Ensure food supplied is healthy and consistent with the School's Canteen Policy.
- Assist with organising rosters of helpers.
- Assisting with ensuring that the Canteen and its equipment meets the standards of cleanliness as per Food Handling requirements.
- Cleaning and organising the area's pantry, fridge and freezer to the standards prescribed by the area's food handling requirements.
- Storage and stock taking of equipment.
- Assist with money management in accordance with school policy and ensuring a high level of security of the same.
- To ensure food safety standards and work place safety regulations are maintained in the Canteen, and to assist with wider food safety requirements as required.
- To assist with other food events which may occur in the School if required.
- To set a tone of friendliness, support and high standards of personal conduct in the Canteen and to ensure a sense of community and cooperation exists with students, parents and School staff.
- To assist with any aspects of operating other campus canteens as required.
- Such other duties as may be reasonably requested.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Level of Executive Leadership Team satisfaction;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

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Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- A current Working with Children's Check.
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Required skills, experience and requirements

- Food handling certificate or willingness to obtain one.
- Have experience and/or demonstrated ability in food preparation and kitchen management desirable.
- Excellent people skills, relating well to adults and children in a friendly and helpful manner.
- To be conscientious, reliable and flexible.
- To be able to take directions, while also being able to take initiative.
- A demonstrated commitment to the school's Statement of Faith.
- Be able to provide a satisfactory Police Check.