

Canteen Assistant Role Description

Position Summary

Position Title:	Canteen Assistant
Reports To:	Canteen Manager
Position Summary:	The Canteen Assistant supports the Canteen Manager in providing healthy, safe, and compliant food services to the student community. The role involves assisting with food preparation, serving, cleaning, menu planning aligned with the NSW Healthy School Canteen Strategy, and accurate cash handling. The Canteen Assistant follows all food safety and WHS requirements, maintains current food safety certification, and helps ensure the canteen operates efficiently each day. In keeping with the school's Christian ethos, the role models positive values in all interactions and contributes to school events through reliable catering support and well-maintained administrative records.
Latest Revision:	November 2025
Key Relationships:	Canteen Manager Canteen Staff

Key Accountabilities

Application of Christian Faith	<ul style="list-style-type: none"> • Apply Bible-based decision-making that aligns with the school's Christian ethos, promoting a Christ-centered approach in all professional and ethical responsibilities. • Actively support the school's Christian Mission, Vision, and Values through professional practice, communication, and relationships. • Serve as a positive Christian role model in speech, behaviour, and lifestyle, reflecting the teachings of Jesus Christ. 	Success Measures Decisions and actions align with Christian ethos.
Assist the Canteen Manager	<ul style="list-style-type: none"> • Assist with the provision of foods in a canteen environment that conforms with the Government's and school's regulations. • Assist with food preparation and serving of food to the students. • Assist with the cleaning and washing up after food preparation. • Assist in the planning and implementation of the canteen menu in accordance with the NSW Healthy School Canteen Strategy. • Assist with the cash handling in conjunction with the Canteen Manager. • Maintain valid food safety certification. 	Food provided consistently meets NSW Government requirements and the school's internal canteen policies, with no compliance issues identified. Food is prepared and served efficiently, safely, and on time, with positive feedback from students and the Canteen Manager. Food preparation areas, utensils, and equipment are cleaned promptly and to the required hygiene standards after each service. Actively contributes ideas and support to menu planning, ensuring items align with the NSW Healthy School Canteen Strategy. Cash handling tasks are completed accurately, honestly, and in line with school procedures, with no discrepancies reported.

		Maintains up-to-date food safety certification and applies correct practices consistently during daily tasks.
Health & Safety	<ul style="list-style-type: none"> • Ensure compliance with Work Health & Safety (WHS) policies in the canteen. • Maintain and enforce food safety protocols. 	<p>Follows all WHS procedures, reports hazards promptly, and demonstrates safe work practices at all times.</p> <p>Correct food-handling, storage, and temperature-control procedures are consistently maintained, with no food safety breaches.</p>
Community & Culture	<ul style="list-style-type: none"> • Model and uphold the school's Christian values in daily interactions and within the canteen environment. • Support school events by providing catering as needed (e.g. school functions, special meetings, etc.). 	<p>Interactions with staff, students, and volunteers reflect the school's Christian ethos, showing kindness, respect, and integrity.</p> <p>Provides reliable and timely catering assistance for school events, ensuring food is prepared, delivered, and presented as required.</p>
Administration & Reporting	<ul style="list-style-type: none"> • Maintain accurate records (menus, stock, volunteers, financials). 	Required records (menus, stock levels, volunteers, financial notes) are kept accurate, organised, and up to date for Canteen Manager's review.

Organisation Chart

Canteen Manager
Canteen Assistant
No direct reports

Selection Criteria

Essentials

The ideal candidate will:

- Have an active Christian faith with regular involvement in a local church, and a commitment to the Mission, Vision, and Values of WCCS, including the Statement of Faith.
- Possess outstanding communication and interpersonal skills as your work will involve interaction with staff, students, parents, suppliers and contractors.
- Hold relevant qualification/s (e.g. Food Safety Training)
- Demonstrate ability to work as part of a team.
- Have previous experience in a school or similar environment.
- Possess experience within the food / catering / hospitality.
- Be required to provide a current Working with Children Check number.

Desirables

Signed by employee: _____

Date: _____