



Role Description

Canteen Assistant (Casual)

Department	Canteen
Reports To	Principal via Canteen Manager
Location	Senior Campus
Type of Employment	The position of the Canteen Assistant is a casual position and the successful applicant will be required to work as rostered, Monday to Friday.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	School Operations Services Level 2

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Canteen Assistant supports the effective daily operation of the Senior Canteen by assisting with food preparation, service, cleaning, stock replenishment and general canteen duties. Working under the direction of the Canteen Manager, the role contributes to a safe, hygienic and welcoming environment for students, staff and visitors, reflecting the College's commitment to companionship, teamwork and service.

Role Responsibilities

- Prepare food items to be sold for breakfast, morning tea and lunch, including pre-ordered items.
- Cleaning of canteen equipment, shelves and fridges.
- Restock Regis Campus canteen with fresh supplies.
- Serve breakfast and morning recess to students and staff.
- Physical demands may include repetitive bending, crouching and lifting.
- Other duties as delegated by Canteen Manager.



Success Criteria

- Food is prepared safely, efficiently and to a consistent standard for breakfast, recess and lunch service.
- The canteen environment, equipment, shelves and fridges are maintained to a high standard of cleanliness and hygiene at all times.
- Students, staff and visitors receive friendly, respectful and timely service.
- Stock is replenished and organised effectively to support smooth daily operations across the canteen.
- Tasks are completed reliably, safely and as directed by the Canteen Manager, including during busy service periods.
- The role contributes positively to a safe, welcoming and team-oriented canteen environment.

Selection Criteria

- Experience in food preparation, hospitality, retail, canteen operations or a similar customer service environment.
- Demonstrated commitment to safe food handling, hygiene, cleanliness and maintaining a safe working environment.
- Strong interpersonal and communication skills, with the ability to interact positively with students, staff and visitors.
- A customer-focused approach and willingness to provide friendly, efficient and respectful service.
- Ability to work effectively as part of a team and take direction from the Canteen Manager.
- Reliable, organised and flexible, with the ability to manage competing tasks in a busy canteen environment.
- Capacity to undertake the physical requirements of the role, including standing, bending, crouching and lifting as required.
- Demonstrated honesty, initiative, professionalism and a strong work ethic.
- Current driver licence desirable.

The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.



ROLE DESCRIPTION

- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.