



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Canteen Assistant
REPORTS TO: Canteen Supervisor
LOCATION: All campuses

PURPOSE

The Canteen Assistant assists with providing effective and efficient canteen service for students and staff.

SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve and is associated with the Uniting Church. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular programme of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES: REACH

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, stimulating wonder and innovation. We value intellectual engagement and lifelong learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Canteen Assistant reports directly to the Canteen Supervisor for the effective performance of duties. Student-related issues should however be directed to the Head of Section. There are several school canteens located at the Larkin Centre and Middle Schools, Keilor East and Moonee Ponds and Essendon campuses. Two or more canteen assistants are working within each canteen. Some out-of-hours work may be required from time to time. The incumbent is expected to support the school's aims, policies and procedures and the philosophy of an independent school associated with the Uniting Church.

POSITION GUIDELINES

Key duties include:

- Working in a cooperative, welcoming, and supportive manner
- Preparation of foods for recess and lunches, and other times as required (this may include hot and cold meals and lunch orders)
- Serving food and drinks to students and staff
- Cleaning equipment, benches and floors and washing dishes
- Ensuring equipment is well maintained, reporting any faults to the Canteen Supervisor.

- Performing all canteen duties in a safe manner and complying with school policies, OHS requirements and legislated standards. This includes:
- Following the food safety plan to meet food hygiene standards
- Reporting all hazards in line with school policy
- Using a cash register and EFTPOS terminal, handling money and assisting the Canteen Supervisor with counting money and balancing the register on a daily basis.
- Assisting with stock takes and ordering of goods, as directed
- Assisting with catering at school events, as required and requested by the Canteen Supervisor or Director of Finance.
- Other duties as required

SELECTION CRITERIA

You will be able to demonstrate the following knowledge and skills:

- Relevant experience
- A strong customer service focus
- Accreditation in safe food handling
- The ability to communicate effectively with children and adults
- The ability to work as an effective team member
- A strong work ethic and willingness to perform varied duties as required of the team.
- A satisfactory Working With Children Check (employee grade)
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds

CONDITIONS

- Hours of Work: will vary according to the need, with work during term times.
- Educational Services (General Staff) Award 2020

CONCLUDING REMARKS

This job description is open to review by negotiation, by either party.