

# DUBBO CHRISTIAN SCHOOL

## POSITION DESCRIPTION

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### POSITION DETAILS

Position Title:	Canteen Operator
Department:	Support Staff
Date:	15 August 2022
Reports to:	Finance Manager

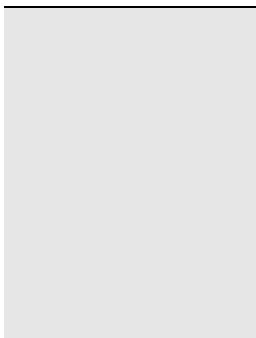
### Primary Purpose



The role of the Canteen Operator is to support the provision of an affordable food service to our students and staff.

Other duties as requested by the Principal.

### Essential Criteria



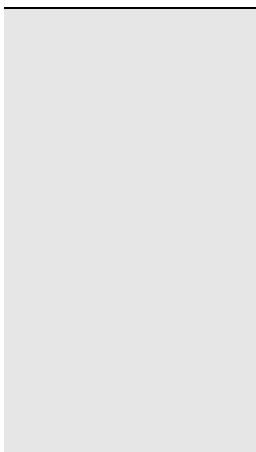
- Demonstrated capacity to work in a team environment in a Christian school context.
- Experience working in hospitality
- Ability to work in high pressure situations, prioritising tasks whilst continuing to deliver excellent customer service.
- A high level of interpersonal and communication skills.
- Knowledge of food safe practices and ability to plan a simple canteen menu that adheres to a variety of dietary requirements.
- Food Safety certification

### Desirable Criteria



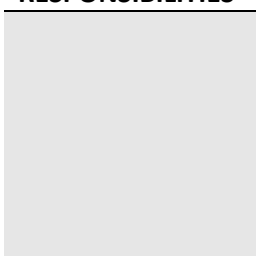
- First Aid training, skills and experience

### Personal Attributes



- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

### KEY RESPONSIBILITIES



In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the Finance Manager on a day to day basis. Noting this is a new position, the below responsibilities will be refined in due course.

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### Key Duties

#### Stock Control

- Maintain appropriate canteen stock levels.
- Ensure that all food goods are received and stored in accordance with correct food and hygiene standards.
- Record keeping to comply with food safe practices eg. temperature controls, product dating, cleaning controls.

#### Food Preparation & Service

- Plan seasonal menus to meet a variety of dietary requirements.
- Provide, prepare and serve food and drinks.
- Maintain canteen equipment including cleaning and organising regular servicing.
- Ensure cleanliness of canteen food preparation areas.
- Laundry for canteen use.
- Comply with safe food practices.
- Operate the Flexischools food ordering system.
- General food and kitchen duties as required.

#### Financial Management

- Ensure that food product prices are monitored for value for money and selling prices cover cost.

#### Workplace Health & Safety

- Comply with Workplace Health and Safety requirements.

#### Event Assistance

- Assist with preparation of food for school events and meetings.

#### Other

- Ensure volunteers follow food safe practices.
- Supervise volunteers.
- Carry out other duties as directed by the Principal from time to time.

### Hours of Duty

This is a Casual position which will transition to a Permanent Part-time position for the right employee. Specific weekly hours and entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
*Col 3:23*