



NOWRA ANGLICAN COLLEGE

Casual Canteen Assistant

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Mission

To provide a high quality Christian education with a welcoming community where all individuals are valued and belong.

As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview:

The Canteen Assistant is responsible for assisting the Canteen Manager to prepare and serve food to staff and students of the College.

As the Canteen Assistant you will perform a variety of catering and cleaning activities to ensure the effective operations of the canteen.

The three key functions of the role are:

People - Provide positive interaction with the College students and staff

Process - Prepare and serve food to students and staff of the College

Communications - Provide positive interactions with the College students and staff.

The School:

Nowra Anglican College is a dynamic P-12 school located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan fostering high quality learning and the development of the whole child.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position	Casual Canteen Assistant
Appointed by	Principal
Responsible to	Canteen Manager
Key working relationships	Canteen Manager, Head of Finance, All Staff, Students
Last updated	October 2024
Involvement in the Life of the School	<p>The Canteen Assistant will be a member of the following:</p> <ul style="list-style-type: none"> • Administration Team <p>All staff are required to:</p> <ul style="list-style-type: none"> • Attend Staff Devotions. • Attend other staff meetings, PD sessions and committee meetings when required.
Duties - People	<p>The Canteen Assistant will</p> <ul style="list-style-type: none"> • Provide quality customer service to students and staff of the college. • Ensure a pleasant working environment for all paid and volunteer workers. • Provide positive interaction with the College students and staff.
Duties - Process	<ul style="list-style-type: none"> • Provide a clean, hygienic environment for the preparation, storage and safe handling of food. • Follow procedures regarding food preparation and adhere to daily menu plans. • Assist in the preparation and cooking of food. • Ensure that malfunctioning equipment is reported to the Canteen Manager in a prompt manner using appropriate paperwork. • Operate a cash register and EFT payments. • Ensure that any special dietary requirements (ie allergies,) are respected and/or met as required. • Manage time and prioritise tasks to ensure timely and safe serving of food during recess and lunch times. • Ensure that all food preparation areas, utensils, appliances and canteen is kept clean in accordance with food standards.
Duties - Events	<ul style="list-style-type: none"> • Cater for school events as required.
Duties - Corporate	<ul style="list-style-type: none"> • Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community. • Encourage students to know and live the College values in all aspects of their lives. • Model and uphold a high standard of professional behaviour.

Key Selection Criteria	<ul style="list-style-type: none"> • Supportive of the Christian ethos and independent nature of Nowra Anglican College within the context of the vision, mission and values of The Sydney Anglican Schools Corporation. • Demonstrated experience and efficiency in food procedures • Excellent communication and interpersonal skills, both written and verbal. • Experience using student management systems or equivalent. • Demonstrated initiative and flexibility. • Food and Safety handling certificate.
Workplace Health and Safety	The Canteen Assistant will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.
Working with Children Check and Vaccinations	The Canteen Assistant will have Paid Employee Working with Children Check
Performance Review	All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.
Hours of Work and Pay	<p>This role will be remunerated in line with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement. The level of pay will be determined in line with the candidate's experience.</p> <p>The hours of work will be during the School Office open hours from 7.30am to 3.00pm, Monday to Friday.</p>
Name of Position Holder	
Signature of Position Holder	
Date	
Signature of Supervisor	