

Location:	Xavier College – Gawler Belt, Two Wells, Evanston
Employment Status:	Permanent, Part-time
Classification Level:	As per SA Catholic Schools Agreement 2020, Education Support Officer, Grade 2, Services
Normal hours of work:	8.00am – 1.00pm Monday, 7.00am – 12.00pm Tuesday 7.00am – 2.00pm Friday (30-minute unpaid break)
Stipulated number of ordinary hours:	16.5 hours per week, 40 weeks per year
Special Conditions:	Additional hours may be required to be worked, by mutual agreement

- Undertake daily cleaning duties including wiping down equipment, benches and fixtures, sweeping and mopping floors and ensure the Canteen is left in a tidy manner, ready for the next day's activities
- At the end of each term, carry out a thorough clean of the canteen (e.g. clean ovens, refrigerators and other equipment and fixtures)
- Apply correct food handling and hygiene practices to prevent food spoilage, contamination and compliance with Health regulations
- Maintain adequate financial records to ensure all earnings and expenditure are accounted for in a consistent and reliable manner
- Ensure invoices of stock orders are provided to Finance staff in a timely manner for payment and reconciliation
- Unpack Canteen stock and check all supplies against invoices and delivery dockets and maintain adequate stock
- Operate an electronic cash register and EFTPOS terminal
- Assist with catering for College events, as directed
- Answer enquiries relating to the Canteen Shop
- Undertake any required training and development activities
- Actively engage in school activities, events, meetings, required training and professional reviews
- Perform other relevant duties under the direction of the Principal (or delegate)

Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Utilise adequate protective clothing and equipment as required.
- Participate in any WHS-related training and activities.

Person Specification

- Demonstrate comprehensive practical skills and experience related to food preparation, health and hygiene and cleaning activities to ensure work practices are undertaken in a safe and responsible manner
- Capable money handling, EFTPOS and electronic cash register functions, along with an understanding of routine financial transactions and record keeping and purchasing experience
- Competent computing skills and knowledge, able to utilise Microsoft Office e.g. Outlook, Word, Excel
- An ability to work collaboratively and cooperatively with others as a positive team leader and member
- Able to supervise small groups (volunteers/students), as applicable
- High level customer service, interpersonal and communication skills, and ability to give clear and reasonable instructions as well as safely and responsibly follow instructions and respond appropriately
- Work under general supervision and apply a range of well-developed skills to a variety of problems, within scope of position
- Ability to use discretion and judgement and take responsibility for own work and outcomes to meet specified standards
- Good organisational and time management skills to carry out required tasks in a timely and competent manner
- Demonstrate safe work practices at all times.
- Demonstrate an understanding of and always adhere to professional boundaries
- Maintain a neat and tidy appearance that promotes safety and meets the practical demands of the laboratory environment, including wearing appropriate personal protective clothing as required by the role

Role Requirements

- A Certificate III in food handling or similar and/or relevant equivalent competencies
- Ability to demonstrate practical support for the Catholic Ethos of the College
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

Desirable Requirements

- Previous experience in a school canteen or hospitality industry is highly desired
- An understanding of WHS and Food Health policies, legislation and regulations is highly desirable

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.