

Location:	Xavier College – Gawler Belt, Two Wells, Evanston, Riverlea
Employment Status:	Permanent, Part-time
Classification Level:	As per CESA Catholic Schools Agreement 2020, Education Support Officer, Grade 2, Services
Normal Hours of Work:	7.30am – 3.30pm Monday – Friday (½-hour lunch break)
Stipulated number ordinary hours:	37.5 hours per week, 41 weeks a year

- Open and close the canteen, ensuring sufficient time for preparation and service.
- Apply canteen security protocols for money, keys, security alarm, lock all doors and windows, switch off all appliances (except refrigeration units) and restrict entry to the canteen to authorised personnel.
- Assist with ordering products, monitoring costs and profitability to produce a suitable and interesting menu, including special event menus.
- Check all supplies against invoices and delivery dockets and maintain adequate stock. Ensure invoices are provided to Finance staff in a timely manner for payment and reconciliation.
- Efficiently prepare food for sale and minimise wastage. Prepare pre-ordered food and ensure streamlined pick-up service during recess and lunch periods. Serve students at designated times as required.
- Apply, induct personnel and monitor 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. Accurately record daily takings for Finance staff.

- Oversee students waiting for canteen service and ensure they are treated respectfully. Report and issues that may arise.
- Undertake a daily clean including wiping down benches, equipment and fixtures, disposal of waste, sweep and mop floors and secure stock. At the end of each term, carry out a thorough clean of the canteen (e.g. clean ovens, refrigerators and other equipment and fixtures).
- Assist in the preparation of nutritious and appropriate foods for the OSHC service, ensuring meals and snacks meet health and dietary standards and align with the *Right Bite* Strategy and SA Health Food Standards.
- Initiate and perform an end of term stock-take, complete spreadsheet and provide accurate details to the Canteen Manager for Profit & Loss and other accounting purposes, in a timely manner.
- Ensure the health, safety, and welfare of others in the canteen including general induction and training of canteen staff/volunteers, as required.
- Assist in undertaking risk assessments for hazards periodically support annual health inspections, as applicable.
- Undertake any required training and development activities.
- Actively engage in school activities, events, meetings, required training and professional reviews.
- Undertake any other duties as directed by the Principal (or delegate).

Person Specifications

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- 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 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. An understanding of WHS and Food Health policies, legislation and regulations is highly desirable.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

- 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.

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.