

INFORMATION KIT

Canteen Assistant

Castle Hill High School

Position number: 007

Position closes: 30th August 2019

12 Aug 2019

Dear Applicant

Position number 007: Canteen Assistant

I enclose for your assistance a position description.

Though you may not be able to address all areas within the scope of the job description in your application, the successful applicant must be able to embrace all of the responsibilities listed in this document with an attitude that will contribute to the P&C and Canteen team objectives and the broader school community. There must also be a willingness to undertake training to fulfil the role prescribed.

It is important to state how your skills, knowledge, experience and qualifications relate to the position. To be invited to an interview your written application must stand on its merits.

The Castle Hill High School P&C has a mandate to promote healthy eating patterns consistent with values taught in the school's PDHPE and Food Technology nutrition syllabi. The role of the Canteen Assistant will be to work within a team environment to meet the P&C mandate. The CHHS canteen continues to work towards more wholesome food additions to the menu deleting foods which hold poor nutritional value, preservatives and artificial colours, flavours, sweeteners. This is done whilst producing at costs that allow low prices on our healthy food range.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. The successful applicant will be required **to apply and attain the 5-year 'Working with Children Check'**. (We will guide you with these forms and application).

Please submit your application including your resume on or before the closing date: **5.00pm, Friday 30th August 2019**

All resumes will be reviewed, and applicants selected for interview. A panel consisting of a Canteen Supervisor and two P&C Canteen Representatives / Executives will conduct the interviews on **Thursday 5th September**. All applicants will receive a response.

If you have any further inquiries about the job role please contact our Canteen Supervisor Narelle Fereday, Alice Yip or Diane Flanders via the school office on 9634 4199 (8.30am - 2.00pm).

Yours sincerely



Ingrid Waite
Castle Hill High School P&C Executive

Canteen Assistant

Remuneration Under the Australian Fast Food Industry Award 2010 (MA000003); http://www.fwa.gov.au/documents/modern_awards/pdf/MA000003.pdf; Currently an Assistants hourly casual rate is \$26.76 plus superannuation.

Terms of employment The Canteen Assistant position is specified as a casual position. The roster is created to support volunteer hours. The canteen operates between the hours 7.30am - 2.30pm during the school term. Short notice of working is often required. Hours are fluid and vary from 3hrs to 7hrs on any given day during the school term. There is a probationary period of 6 months allowing the employer or the employee to terminate the employment for any reason. The successful applicant will be required to apply and attain the 5-year 'Working with Children Check' as prescribed by the NSW Government Department of Communities. Please refer to www.kids.nsw.gov.au ('working with children check' tab).

Termination Seven days written notification by either or both parties (P&C Committee and/or Canteen Manager) is required to terminate the employment arrangement.

Job Description Assistants aid the Canteen management team in providing customer service, preparing and storing food, handle and put away stock and deliveries, washing dishes and kitchen utensils, cleaning work areas, supporting volunteers in their tasks and catering for school functions. You will have a have a love of cooking and producing good food to feed a hungry school community.

Inquiries Name Diane Flanders

Inquiries Phone Via school office 9634 1188 (8.30am – 2.30pm weekdays)

Please send your applications marked 'Confidential' and marked for attention of, Mrs Ingrid Waite, P&C Executive to:

Castle Hill High School Office
Castle Hill High School
76-100 Castle Street
Castle Hill NSW 2154

By Fax:
02 9899 6527

Email: "Confidential – Canteen Position, Attention Ingrid Waite"
email: chhspc@gmail.com

Closing Date 5.00pm Friday 30th August 2019

CANTEEN ASSISTANT JOB DESCRIPTION

1. PURPOSE OF POSITION

Assistants are employed by the P&C to ensure sufficient staff in the canteen to meet the demands of the day's preparation.

Together with the Supervisors and Canteen Management the Assistants make up the paid team who are responsible for the smooth running of the canteen.

Volunteers are also used to make up the workforce in the canteen.

2. NATURE AND SCOPE OF POSITION

A. Work Performed

1. Utilise food preparation and cooking skills to minimize waste of fresh produce;
2. Handle, store and distribute food items ensuring all food products are dated when stored.
3. Sort and dispose of rubbish and recycling.
4. Clean food preparation equipment, floors and other kitchen tools or areas.
5. Plan short-range action-steps to carry out goals set by the supervisor.
6. Assist the Supervisor in directing volunteers in their tasks and jobs.
7. Assist in the upholding of rules and policies of the canteen.
8. Maintain high standards of Food Safety adherence.
9. Assist in catering for faculty and staff functions when required.
10. Carry out other duties connected with the canteen as asked by the Canteen Supervisor and Management.

B. Challenges

- Challenge lies in working with a new team of volunteers each day; identifying volunteer's strengths and weaknesses and allocating tasks to suit.
- The work of the position includes a significant amount of physical activity including lifting and carrying of equipment and stock.

C. Communication

- Help develop group cohesiveness through a positive attitude.
- Communicating politely and effectively with the school community who come from varying cultures where English may not be their first language.

D. Position Dimensions

- This position has been identified as a child-related employment position and mandatory Reporter as defined in the Child Protection Legislation. A 5-year 'Working with Children Check' as prescribed by the NSW Government Department of Communities for all new employees must be attained - refer to www.kids.nsw.gov.au ('working with children check' tab).
- The position holder is required to wear a clean and tidy clothing, enclosed shoes and be well groomed at all times setting a high standard for all staff and volunteers when interacting with any member of the school community.

E. Key Accountabilities

Customer Service

Ensure a high standard of customer service is consistently delivered to all members of the school community.

Security

1. Report to the Canteen Management immediately any suspected fraudulent activity;
2. Report to Canteen Management and Supervisors any breaches of security.

Food Handling, Safety standards and Cleaning

The position holder must have a special regard for Work Health and Safety and Food Handling Safety and be committed to consistently modelling and maintaining best practice in these areas to prevent food spoilage and contamination

F. SKILLS AND EXPERIENCE

- Enjoy practical work
- Good hand-eye coordination
- Able to work quickly and safely with minimal supervision
- Good personal hygiene
- Good communication skills
- Able to work under pressure
- Able to work as part of a team.

Effective Assistants are supportive and adaptable.