



# POSITION DESCRIPTION

## COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



## **POSITION TITLE: Canteen Assistant (casual/temporary)**

EMPLOYMENT CLASSIFICATION:	School Operational Services
REPORTS TO:	Canteen Supervisor Business Manager
POSITIONS REPORTING TO THIS ROLE:	NIL
AGREEMENT/AWARD:	NSW Christian Schools (Support & Operational) Multi-Enterprise Agreement 2023
COMMENCEMENT LEVEL:	Level 3 Step 1 – School Operational Service

### **THE ROLE**

The Canteen Assistant plays a crucial role in supporting the efficient operation of the College canteen. This position involves assisting in the preparation, serving, and clean-up of food in accordance with health and safety standards.

You will have the opportunity to not only assist in the day-to-day operations of our canteen but also to embody and promote Christian values through your work. Your dedication to serving others with kindness, respect, and a joyful spirit will help create a welcoming atmosphere in our canteen, fostering a sense of community among students, staff, and visitors.

### **Core Requirements:**

The Canteen Assistant must demonstrate that at a minimum they:

- Are a committed Christian, who supports the College's Statement of Faith
- Have an active commitment to a bible-based church
- Have a current Working With Children Check
- Have a Basic Food Handlers certificate or willingness to undertake this.
- First Aid qualified (this role requires completion of a current first aid certificate) or willingness to undertake this.
- Conduct themselves in a manner in keeping with the College Code of Conduct, modelling Christian maturity to the College community

**Responsibilities:**

- Assist in the preparation of food items ensuring the highest standards of food presentation
- Serve meals to students and staff in a courteous and efficient manner
- Ensure that all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the canteen policy
- Ensuring that stock is kept at appropriate levels and a stock take is undertaken at the end of each school term
- Use food preparation and food handling skills to minimise waste
- Counting, recording and reconciling the daily takings
- Ensure clean and safe work area by applying Workplace Health and Safety legislation
- Maintain a safe and effective storage system for all equipment and consumables
- Adhering to WH&S policies and procedures.
- Communication at all levels
- Work as a team member
- Assist with additional tasks or projects as assigned by the canteen supervisor to support the overall functioning of the College canteen.

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

**To Apply:**

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to [m.hubbard@wwcc.nsw.edu.au](mailto:m.hubbard@wwcc.nsw.edu.au).

**Applications for this position will close COB Friday 6 March 2026**

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_