

POSITION DESCRIPTION

POSITION TITLE	Canteen Assistant		
POSITION OVERVIEW	The purpose of this position is to support the Canteen Manager to deliver a healthy food service.		
CLASSIFICATION	SCS Level 1	SERVICE AREA	Social Enterprise
EMPLOYMENT STATUS	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input checked="" type="checkbox"/> Casual		HOURS PER WEEK TBC
LOCATION	Various		
IMMEDIATE MANAGER	Canteen Manager		
INDUSTRIAL AGREEMENT	WODEN COMMUNITY SERVICE LIMITED ENTERPRISE AGREEMENT 2024		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	0	NO OF INDIRECT REPORTS	0
KEY RELATIONSHIPS			
INTERNAL	WCS employees,		
EXTERNAL	Suppliers, Schools		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Assist the Canteen Manager in planning organizing and monitoring the day-to-day operations of the canteen, including the rostering of volunteers, daily record keeping, and reconciling delivery dockets. ▪ Be able to operate and manage the canteen in the absence of the Canteen Manager. Higher duties will be offered where relevant. ▪ Assist in all aspects of food preparation and maintain the highest standards of hygiene when doing so. ▪ Assist in over-the-counter service during all break times when required, always provide a high standard of customer service. ▪ Assist the Canteen Manager with the recording of the daily takings. ▪ Be responsible for cleaning of the canteen, such as dusting of shelves and stock, wiping down workbenches, cleaning of all equipment and fixtures. ▪ Assist in training of new staff and new volunteers in their duties. ▪ Assist the Canteen Manager to ensure that food safety is upheld, and correct food handling and hygiene practices are performed to prevent food spoilage and contamination. ▪ Use correct food handling and hygiene practices in line with Standard 3.2.2 of the Food Safety Act. ▪ Assist in receiving and checking ordered supplies against suppliers' invoices/delivery dockets. This includes checking for freshness, quality. ▪ Assist in ensuring all food is stored correctly, including dated when stored, rotating stock and checking dates on food products to help minimise waste. ▪ Assist in ordering and maintaining inventory control, through monthly stocktakes. ▪ Ensure that all policies and procedures of the canteen are upheld. ▪ Dispose correctly of leftover foods during and after the shift. 			

- Assist in maintaining the security of the canteen, such as money, keys, alarms, locking all doors and windows, switching off all appliances, except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.
- Participate in an annual performance development meeting with the Canteen Manager.
- Other duties as directed.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable for the role.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Demonstrated ability to deliver high quality service. ▪ Knowledge of food safety and WHS legislation. ▪ Demonstrated ability to communicate well and participate in continuous improvement. ▪ High level of written skills, including the ability to complete documentation accurately and in a timely manner. ▪ Demonstrated understanding of professional boundaries, privacy and confidentiality. ▪ Current Driver's license and have access to a roadworthy, registered and comprehensively insured vehicle for work purposes.
Desirable	<ul style="list-style-type: none"> • Relevant qualifications.
Other	<ul style="list-style-type: none"> • Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration. • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.

Document History	Original: July 2024	Revised: October 2024	Version: V2
Employee's name		Signature	DATE