



## Job Description

<b>Title:</b>	Canteen Assistant
<b>Reports to:</b>	Café Manager
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"><li>• Canteen Staff</li><li>• MBC students and staff</li></ul> External: <ul style="list-style-type: none"><li>• Supplier/Delivery services</li><li>• Visitors</li></ul>
<b>Employment Type</b>	Casual
<b>Work days/hours:</b>	On any day from Monday to Friday between 6.00 am and 6.00 pm
<b>Job Summary</b>	
The Canteen Assistant assists the Café Manager in the provision of services in the School Canteen.	
<b>Qualifications / Work Experience</b>	
<ul style="list-style-type: none"><li>• Experience and relevant qualifications in hospitality, food-safe &amp; handling training are desirable</li><li>• A willingness to learn and to work with parents and students is essential</li><li>• Understanding of WH &amp; S requirements</li><li>• Working with Children Check</li></ul>	
<b>Personal Specifications / Essential Skills</b>	
<ul style="list-style-type: none"><li>• Ability to work with a minimum of supervision</li><li>• Work as a team member</li><li>• Ability to work under pressure</li><li>• Ability to cover other team members in their absence</li><li>• Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College.</li></ul>	
<b>Key Tasks &amp; Responsibilities</b>	
<ol style="list-style-type: none"><li>1. Assist in the preparation of food for selling to students for recess and lunchtimes</li><li>2. Tidying up at the end of each day</li><li>3. Serving food</li><li>4. Cash register duties</li><li>5. Cleaning of canteen equipment on a regular basis</li><li>6. Reporting building and equipment maintenance to the Cafe Manager</li><li>7. Preparing morning teas, lunches, and afternoon teas for College events</li><li>8. Assist Cafe Manager with internal College catering outside of normal canteen hours (when required)</li><li>9. Ensure compliance with MBC values, policies, and standards.</li><li>10. Follow reasonable directions in relation to Work Health and Safety.</li><li>11. Any other duties as directed.</li></ol>	

Created on August 2020

Last Updated: May 2022