



MANDURAH
BAPTIST COLLEGE
BF STRONG & COURAGEOUS

Job Description

Title:	Canteen Assistant
Reports to:	The Lakes Theatre & Cafe Manager
Working Relationships	Internal: <ul style="list-style-type: none"> • Canteen Staff • MBC students and staff External: <ul style="list-style-type: none"> • Supplier/Delivery services • Visitors
Employment Type	Permanent Full time
Work days/hours:	On any day from Monday to Friday between 7.30am to 3.30pm
Job Summary	
The Canteen Assistant assists the Lakes Theatre & Cafe Manager in the provision of services in the School Canteen.	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Experience and relevant qualifications in hospitality, food handling is desirable • A willingness to learn and to work with parents and students is essential • Understanding of WH & S requirements • Working With Children Check • Completed, or willingness to complete, Traffic Light training • Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent) 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Ability to work with a minimum of supervision • Work as a team member • Ability to work under pressure • Ability to cover other team members in their absence • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College. 	
Key Tasks & Responsibilities	
<ol style="list-style-type: none"> 1. Assist in the preparation of food for selling to students for recess and lunch times 2. Tidying up at the end of each day 3. Serving food 4. Cash register duties 5. Cleaning of canteen equipment on a regular basis 6. Reporting of building and equipment maintenance to the Cafe Manager 7. Preparing morning teas, lunches and afternoon teas for College events 8. Assist Cafe Manager with internal College catering outside of normal canteen hours (when required) 9. Ensure compliance with MBC values, policies and standards. Follow reasonable directions in relation to Occupational Health and Safety. 10. Any other duties as directed. 	

Created on August 2020

Last Updated: **August 2024**