



Pittwater House

Position Available: Canteen Assistant

The Pittwater House Schools require an efficient, enthusiastic & friendly Canteen Assistant to work in our school canteen.

The Canteen at Pittwater House School is a Pittwater House Parents' Association (PHPA) initiative and provides healthy food choices for students and staff that reflect the wishes of the Canteen customers (Students, Staff and Parents & Carers) and is in line with the *NSW Healthy School Canteen Strategy*.

Hours of Operation in the Canteen are 7.30am-2.30pm, serving approximately 850 Students and 150 Staff for Breakfast, Recess & Lunch.

SALARY PACKAGE	Level 1.1 of the Pittwater House School Maintenance, Grounds and Green keeping, Canteen, Uniform Shop and Bus Driver Staff; Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017. Superannuation at the approved SGL rate.
HOURS	19.5 hours per week permanent ongoing position term time only. Working pattern: Mondays, Tuesdays and Fridays 7.30am-2.30pm
TERMINATION	In accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 for Pittwater House Schools Limited or subsequent agreements.
PERFORMANCE REVIEW	Every 12 months

To be considered, you must meet the following criteria:

- Experience in food preparation and food hygiene practices
- Excellent interpersonal and communication skills
- Customer focused approach
- Ability to work as a team member
- Punctuality and reliability
- Experience with volunteers and parent groups would be ideal
- Qualifications in food safety and handling would be desirable, such as:
Possession of, or working toward, a Certificate III or Certificate IV in Hospitality or an equivalent qualification.

Employment will be conditional upon obtaining and maintaining a valid Working with Children Check.

Position Description: Canteen Assistant

Purpose of the position	The purpose of this position is to support the Canteen Manager to deliver a healthy food service to the students and staff of the School. The Canteen Assistant undertakes a range of activities includes food preparation, cooking, serving students, food purchasing, storage, maintaining kitchen equipment and facilities, and ensuring canteen areas are clean, sanitised and ready for the next day's activities.
Canteen policy	<p>The Pittwater House School Canteen aims to:</p> <ul style="list-style-type: none"> • provide an enjoyable, nutritious and attractively presented selection of food and drinks at reasonable prices • help reduce health risk factors by encouraging the development of good eating habits • provide a variety of food and drinks consistent with the <i>NSW Department of Education - Healthy School Canteen Strategy</i> • provide students with practical learning experiences about making healthy food choices, that reinforce classroom lessons on nutrition. • function as an efficient enterprise • demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen • provide an opportunity for the school community, through the Canteen Governance Committee, to participate in decisions concerning the operation of the school canteen and the implementation of government policy • Foster community engagement between the parents and the School by providing parents with an opportunity for parents to be involved in the children's education environment • Provide a financial contribution towards funding projects to enhance our School. • Encourage courtesy and consideration among all personnel using canteen facilities.
Immediate manager	The Canteen Assistant reports to the Canteen Manager.
Extent of Authority	<ul style="list-style-type: none"> • Has the authority to purchase/order necessary products and produce to deliver a healthy canteen food service as directed by the Canteen Manager. • Exercise a degree of autonomy to achieve objectives of the position.
Relationships	This position works closely with the Canteen Manager, the students, staff and wider school community.

Key responsibilities

- Assist the Canteen Manager in planning, organising and monitoring the day-to-day operations of the canteen, including the rostering of voluntary workers and daily record keeping as per the policies and procedures of the canteen.
- Provide a high standard of customer service by assisting students, teachers and other customers in food selection.
- Assist in food preparation by cooking, baking and salad making.
- Assist in over-the-counter service during breakfast, recess and lunch.
- Assist the Canteen Manager in food ordering.
- Receive and check all ordered supplies against suppliers' invoices/delivery dockets, signing and dating them, and referring on to the Canteen Manager for payment and record keeping.
- Ensure all food products are dated when stored.
- Receive items ordered, reconciles delivery dockets with invoices and inspects food for freshness, quality and quantity.
- Assist in maintaining inventory control through regular stocktakes.
- Complete daily records as required and directed by the Canteen Manager.
- Ensure that canteen areas are clean, sanitised and ready for the next day's activities.
- Maintain the highest standard of hygiene when preparing foods for sale.
- Dispose of leftover foods.
- Ensure that all policies and procedures of the canteen are upheld with special regard for occupational health and safety and food safety.
- Utilise food preparation and cooking skills to minimise waste of fresh produce.
- Assist in the marketing of menu items to generate a high level of sales on a daily basis.
- Shop locally as and when required for any canteen needs that are not delivered directly to the school.
- Assist in training new volunteers in their duties.
- Assist in supervising volunteers in food preparation.
- Ensure volunteers and students are taught the correct use of equipment.
- Ensure that food safety is upheld, and correct food handling and hygiene is practised to prevent food spoilage, contamination and subsequent food poisoning.
- Assist the Canteen Manager to ensure all canteen workers, including volunteers, are familiar with correct food handling and hygiene practices in line with Standard 3.2.2 of the *Food Safety Act*.
- To be responsible for cleaning incidental to the function of the canteen, such as dusting of shelves and stock, wiping down workbenches, and cleaning of implements and fixtures used in the immediate work area.
- Assist the Canteen Manager to keep a record of daily sales and recoding daily takings.
- for the volunteers.
- Participate in an annual performance appraisal with the Canteen Manager.