Position Description

Part-time Canteen Assistant

The College

Saint Ignatius’ College, Riverview is a leading independent non-selective boys’ school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and moulded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

1. Role purpose

The Canteen Assistant works as a member of the Senior Tuck Shop, which is inspired at all times by the highest Ignatian ideals of Companionship and Team.

The purpose of the role is:

1. To assist in the preparation of food to be sold through the canteen
2. To assist in maintaining a high standard of cleanliness and hygiene with the canteen environs
3. To assist canteen staff with the serving of morning recess.

2. Role responsibilities

The Canteen Assistant is directly responsible to the Canteen Manager.

3. Role accountability

3.1 College ethos

3.1.1 To support initiatives for the growth of Christian values and the Ignatian tradition within the College community.
3.1.2 To give personal witness to Christian values in carrying out his/her daily duties.

3.2 Key results areas

3.2.1 Food is prepared in a timely and efficient manner while maintaining the highest level of hygiene at all times.
3.2.2 Work environment is maintained at the highest level of cleanliness at all times.
3.2.3 Become experienced in all duties carried out by Assistant Canteen Manager.
3.3 Critical duties

3.3.1 Prepare food items to be sold for recess and lunch, including pre-ordered items.
3.3.2 Cleaning of canteen equipment, shelves and fridges.
3.3.3 Restock Regis Campus Canteen with fresh supplies.
3.3.4 Serve morning recess to students and staff.
3.3.5 Other duties as delegated by Canteen Manager.

3.4 Personal attributes

3.4.1 Ability to work as part of a team.
3.4.2 Ability to communicate with students, parents and staff.
3.4.3 Energetic and well organised, paying particular attention to personal cleanliness.
3.4.4 Ability to adapt to the varying demands of life in the canteen.
3.4.5 Drivers licence essential.

4. Appraisal/review conditions

The Canteen Assistant will be required to undergo a yearly Professional Review with the Canteen Manager as an integrated part of their professional development.

7. Terms of employment

The position of Canteen Assistant is an ongoing, stand down, part-time position. The hours of work are Wednesday, Thursday and Friday 7.00 am to 1.30 pm during term time.