



# 2018 Canteen Assistant

**Contract Part-Time Position  
One Day a Week (Fridays)  
7:15am to 2:45pm**

Salesian College Chadstone invites applications for a Contract Part-Time Canteen Assistant Position. The position will commence 29 June 2018 and will conclude 14 December 2018.

## **Closing Date**

4:00pm 10 June 2018

## **About Salesian College**

### *Vision*

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

### *Mission*

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

*Salesian College Chadstone is committed to building a caring community which:*

- Ensures that a Catholic and Salesian ethos underpins all aspects of College

life within an atmosphere of respect for all

- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

### *Values*

- Integrity
- Respect
- Belonging
- Joy
- Dynamism

**INSPIRE  
EDUCATE  
BECOME**  
Great men



## Role Description

The Canteen Assistant assists in the professional operation of the College Canteen, contributing to a safe and hygienic work environment that is welcoming and hospitable and that provides a valuable service to the students and staff of the College.

## Accountability

The Canteen Assistant is ultimately responsible to the Principal, via the Business Manager. On a day-to-day basis the Canteen Assistant is responsible to and works under the direction of the Canteen Manager.

## Responsibilities:

The key duties and responsibilities of the Canteen Assistant are:

1. Provide direct support to the Canteen Manager in carrying out a quality controlled service of food and beverages to the staff and students.
2. Adhere to and maintain the appropriate procedures and systems in accordance with the food safety programme, in order to manage the identified risks in relation to the provision of food.

3. Receive daily orders from both staff and students.
4. Handle all food products, both in regard to receiving inward goods and counter sales.
5. Handle cash and assist the Canteen Manager with banking requirements.
6. Communicate on a constant basis with staff and volunteers with the intention of maintaining quality standards that are in line with the food safety program.
7. Assist the Canteen Manager in all aspects of his/her role including budgeting, ordering, receipting, payment, rostering, taking deliveries, storage and allocation of all purchases.
8. Assist in stock take procedures and costing systems.
9. Complete cleaning tasks as identified in the food safety program.
10. Carry out other duties as directed by the Canteen Manager.

## Enquiries and Applications

Please register your interest by contacting the Canteen Manager, Barb Monaghan on 9807 2644 or by sending your resume to [mmenz@salesian.vic.edu.au](mailto:mmenz@salesian.vic.edu.au)



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