



Description of the Role – Canteen Officer

The role of the Canteen Officer includes and is not limited to:

Duties

1. Coordinate school canteen duties, such as:

- Planning suitable menu in consultation with the Principal & Nominated Parents & Friends Representative for canteen and special catering events
- Recognition, understanding and a proactive approach to special dietary requirements including anaphylaxis and gluten free
- Ordering supplies from various approved suppliers
- Communicating with parent volunteers and coordinating helper rosters
- General food handling
- Preparing sandwiches
- Serving at the counter
- Selling food and drink items
- Wiping down counters
- Washing and putting away utensils
- General cleaning duties
- Restocking shelves with food items for the next session
- Praising appropriate behaviour and encouraging modification of inappropriate behaviour
- Modelling acceptable behaviour and language
- Attend PD sessions in regard safe food handling and nutrition and healthy eating
- Make principal and P&F representative aware of any new initiatives and changes to safe food handling etc.

2. Other Canteen/Catering duties as directed.

Selection Criteria

Commitment to Catholic Education

- An understanding of and respect for the school values of St Mary's Primary School, Sale
- Be part of the school community, and as such is expected to act in a manner that supports the Christian ethos of the school.
- Respect confidentiality at all times, and refer queries or concerns to the class teacher or the Principal.

Child safety

The Canteen/Catering Coordinator must:

- Have experience of working with children
- Demonstrate an understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Skills/attributes

- Ability to work as part of a team
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Ability and willingness to accept policy directives
- Maturity

Accountability

Feedback

- The appropriate, correct and efficient undertaking of the above tasks will form performance measures that can and will be referred to in ascertaining successful completion of duty. The performance measures will also provide information to be utilised in the Annual Review Meetings.