

# Canteen Coordinator - Infants

## St Edward's Primary School

### Position description

[Click here to apply.](#) Applications close Friday 7 October, 2022

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Classification</b>	General Employee - School Operational Services
<b>Base salary range</b>	\$29.49 per hour
<b>Reports to</b>	Principal
<b>Location</b>	St Edward's Primary School
<b>Employment type</b>	Part-time 50 hours per fortnight
<b>Employment status</b>	Temporary
<b>Hours &amp; days of work</b>	9.00 am to 2.00 pm, five days per week Monday to Friday
<b>Dual Campus</b>	This position works between the Infants and Primary campuses

### About St Edward's Primary School

St Edward's Primary School, located in Tamworth, is a large K-6 dual campus with 551 students and is in its 67th year of operation.

St Edward's Primary aims to create a fun-filled engaging environment to grow each child's faith in their future. The core values of the school are love, teamwork, respect, caring, integrity, acceptance, learning, doing your best, fun and friendship which are all integral to the St Edward's Primary School Community.

With a population of over 60,000, Tamworth was named the "perfect country town" by an Australian Traveller magazine. Tamworth provides the best of both worlds - the ease of a country lifestyle and the convenience of city facilities. Tamworth is cool in winter and pleasantly hot in summer, a place where you can choose your pace - take a rest or feel the rhythm. You'll discover unique experiences, rich

landscapes and world-class events year-round, including the largest country music festival in the southern hemisphere, a festival celebrating our enviable local produce and a festival celebrating cultural diversity.

For further information on the school, please visit <https://stedwardstamworth.catholic.edu.au/>.

## Position Purpose

This role will efficiently and effectively, under limited supervision of the Principal, provide canteen support and coordination with a depth of knowledge and broad range of skills which facilitate the maintenance of canteen systems which serve the educational and service functions of the school.

## Commencement

The commencement date will be Monday 7 November, 2022.

## Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Daily tasks due to dual campus	<ul style="list-style-type: none"><li>● Commence at the Primary campus each day</li><li>● Take pre-ordered Infant lunches to the Infant campus</li><li>● Open and operate Infant campus canteen for over the counter purchases</li></ul>
Typical Duties	Typical duties performed include, but are not limited to: <ul style="list-style-type: none"><li>● Practise confidentiality in relation to all aspects of the role;</li><li>● Carry out a wide range of coordination duties for the canteen at an advanced level, including ordering of resources, rostering of staff and maintaining records;</li><li>● Respond to enquiries from staff, students, parents and the general public, and address issues in accordance with routines, methods and procedures;</li><li>● Prepare and process transactions within routines, methods and procedures;</li><li>● Maintain the canteen through such duties as ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys;</li></ul>

	<ul style="list-style-type: none"> <li>● Within routines, methods and procedures, carry out liaison between the school, the student and the student's family where some discretion and judgment are involved.</li> </ul>
<b>Specific Duties</b>	<p>Specific duties performed include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Organising rosters for staff assistance</li> <li>● Within established routines and procedures, make orders to vendors as necessary;</li> <li>● Accounts and invoices checked and authorised for payment;</li> <li>● All invoices are to be passed to the Finance Officers for entry into Quickbooks;</li> <li>● Invoices paid in a timely manner via online banking with 2 signatures or via cheque with two signatures;</li> <li>● Coordination of canteen and catering for school events as required and directed by the Principal;</li> <li>● Positively promote the "Healthy Eating" guidelines and policy;</li> <li>● Liaise with the Principal to produce a canteen menu that reflects the "Healthy Eating policy" of the school;</li> <li>● Be aware of, and responsive to, the special dietary needs of students with allergies;</li> <li>● Awareness of all relevant government regulations as they affect the canteen;</li> <li>● Be responsible for the preparation of banking canteen monies on a regular basis (minimum of weekly) and passed onto Finance Officer;</li> <li>● Follow established procedures for co-signing and verifying daily takings;</li> <li>● Within established routines and procedures, arrange for repairs and maintenance of all canteen equipment;</li> <li>● Attend meetings with the Principal as necessary;</li> <li>● Participate in, and contribute to, an annual review of this position description and the running of the canteen;</li> <li>● Provide the school Finance Officer with updates of the financial records each week,</li> <li>● Yearly stocktake as part of CSO and school EOFY checklists.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● Attend to other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Principal.</li> </ul>

St Edward's Primary School reserves the right to alter roles and responsibilities requirements as required.

## **General expectations of staff at St Edward's Primary School.**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
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- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with St Edward's Primary School is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

### **Essential criteria**

- Certificate in Food Handling or willingness to obtain.
- Excellent interpersonal and communication skills to work in a team environment.
- Excellent customer service skills.
- Ability to lead a team in a manner that fosters the support and cooperation of team members.
- Ability to maintain a high standard of personal cleanliness, hygiene and punctuality.
- Experience working under pressure in a high demand food service or similar.
- Ability to implement appropriate WH & S strategies to ensure hygienic, safe and healthy environment for production and distribution of food.
- Ability to plan menus to support healthy food habits of children.
- Ability to keep adequate records for all areas of canteen operation.
- Basic bookkeeping skills.
- Drivers licence

### **Physical demands**

Continuous physical effort necessary including:

- Constant walking and standing
- Pushing, pulling and handling objects
- Bending

- Kneeling
- Constant reaching and grasping
- Lifting and/or moving objects, sometimes over shoulder.

### **Additional information**

- Personal protective equipment such as gloves are used for specific tasks.
- Appropriate footwear is required at all times. Specifically, closed in shoes with leather uppers that cover the top of the foot and have sturdy non-slip soles. Sandals, court shoes, open toe shoes, thongs, mesh, open weave or canvas shoes do not provide sufficient protection from hot or corrosive liquids or from broken glass.

### **Application**

For questions regarding the professional nature of this position, please contact Dr Jake Madden, Principal on (02) 6765 7847 or email [jmadden3@arm.catholic.edu.au](mailto:jmadden3@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*