

Canteen Supervisor

St Joseph's Primary School Uralla

Position Description

[Click here to apply. Applications close 20 March 2023](#)

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Classification	General Employee - School Operational Services
Base salary range	\$30.32 per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Joseph's Primary School Uralla
Employment type	Part-time (10) hours per fortnight Mondays
Employment status	Temporary

About St Joseph's Primary School Uralla

St Joseph's Catholic Primary School is a small rural Catholic systemic co-educational school located in Uralla. St Joseph's was established by the Sisters of Saint Joseph in 1886. In that year, Mother Mary MacKillop (Saint Mary of the Cross) paid a visit to the school. Mother Mary wrote in her diary, on 29 April 1896, that she 'was very pleased with the school and children'.

St Joseph's is a vibrant Christ centred community well supported by the parish and parent body. The Gospel values, including faith, respect and service, guide and permeate all learning and behaviour. A high standard of education is provided for the students, strengthened by the teaching and example of Catholic faith and tradition. Students are encouraged to develop to their full potential in an inclusive and supportive climate of love, respect and acceptance.

Student engagement is the key to learning. Dedicated and enthusiastic teachers strive to ensure that student learning is both meaningful and inspiring. Children are exposed to an array of activities that encourages them to extend themselves in all Key Learning Areas of the curriculum. They develop values, skills and knowledge within an engaging and inspiring environment. Classrooms at St Joseph's are large, well resourced, flexible learning spaces that allow for 21st century learning to take place. Students have access to chrome books, iPads and Promethean boards to further support learning, allowing them to keep up to date with the ever changing world of technology.

For further information on the school, please visit <https://stjosephsuralla.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 college.

Commencement

The commencement date will be negotiated with the successful applicant.

Key Responsibilities

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

Key area	Task
Typical Duties	<p>Typical duties performed include, but are not limited to:</p> <ul style="list-style-type: none">● Practise confidentiality in relation to all aspects of the role;● 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;● Respond to enquiries from staff, students, parents and the general public, and address issues in accordance with routines, methods and procedures;● Prepare and process transactions within routines, methods and procedures;● 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;● Within routines, methods and procedures, carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.
Specific Duties	<p>Specific duties performed include, but are not limited to:</p> <ul style="list-style-type: none">● Organising rosters for staff assistance● Within established routines and procedures, make orders to vendors as necessary;● Accounts and invoices checked and authorised for payment;● Within established routines and procedures, pass on all invoices to the Principal;● Coordination of canteen and catering for school events as required and directed by the Principal;

	<ul style="list-style-type: none"> ● Positively promote the “Healthy Eating” guidelines and policy; ● Liaise with the Principal to produce a canteen menu that reflects the “Healthy Eating policy” of the college; ● Be aware of, and responsive to, the special dietary needs of students with allergies; ● Awareness of all relevant government regulations as they affect the canteen; ● Be responsible for banking canteen monies on a regular basis; ● Follow established procedures for co-signing and verifying daily takings; ● Within established routines and procedures, arrange for repairs and maintenance of all canteen equipment; ● Participate in, and contribute to, an annual review of this position description and the running of the canteen; ● Provide the school Principal with updates of the financial records.
General	<ul style="list-style-type: none"> ● Attend to other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Principal.

St Joseph’s Uralla reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at St Joseph’s Primary School Uralla

- 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 college 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.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgment.
- 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 Joseph’s Primary School Uralla 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 and customer service skills
- Ability to lead a volunteers in a manner that fosters support and cooperation.

- Ability to maintain a high standard of personal cleanliness, hygiene and punctuality.
- Ability to implement appropriate work health and safety (WHS) strategies to ensure a hygienic, safe and healthy environment for the production and distribution of food.
- Ability to plan menus to support healthy food habits of children.
- Ability to keep adequate records and basic bookkeeping skills.

Desirable Criteria

- Experience working in a food service industry or similar.

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 Mrs Judy Elks on 02 6778 4063 or email jelks@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 (optional) 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.