



Job Description

Title:	Canteen Assistant
Reports to:	Café Manager
Working Relationships	Internal: <ul style="list-style-type: none"> • Canteen Staff • MBC students and staff External: <ul style="list-style-type: none"> • Supplier/Delivery services • Visitors
Employment Type	Casual
Work days/hours:	On any day from Monday to Friday between 6.00 am and 6.00 pm
Job Summary	
The Canteen Assistant assists the Café Manager in the provision of services in the School Canteen.	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Experience and relevant qualifications in hospitality, food-safe & handling training are desirable • A willingness to learn and to work with parents and students is essential • Understanding of WH & S requirements • Working with Children Check 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Ability to work with a minimum of supervision • Work as a team member • Ability to work under pressure • Ability to cover other team members in their absence • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College. 	
Key Tasks & Responsibilities	
<ol style="list-style-type: none"> 1. Assist in the preparation of food for selling to students for recess and lunchtimes <ul style="list-style-type: none"> • Assist with packing of luncheon and delivering all luncheon to classrooms. • Handing out Upper Primary School luncheons and selling snacks at the Primary School Tuck Shop • Cleaning working areas, dishes, preparing, and sanitizing food boxes for Primary School. 2. Assist in stock rotations, stocking of all FMCG items. 3. Receiving of stock, restocking all shelving and freezers. 4. Tidying up at the end of each day 5. Serving food 6. Cash register duties 7. Cleaning of canteen equipment on a regular basis 8. Reporting building and equipment maintenance to the Cafe Manager 9. Preparing morning teas, lunches, and afternoon teas for College events 10. Assist Cafe Manager with internal College catering outside of normal canteen hours (when required) 11. Ensure compliance with MBC values, policies, and standards. 12. Follow reasonable directions in relation to Work Health and Safety. 13. Any other duties as directed. 	

Created on August 2020

Last Updated: **March 2023**