

**CANTEEN ASSISTANT***UPDATED February 2019***REPORTS TO**

Canteen &amp; Hospitality Manager

**DUTIES – CANTEEN**

- Assist with preparation of student refreshments, distribution and sale.
- Comply with all health and safety regulations that apply.
- Preparation of staff lunches/morning teas etc as required.
- Assist with ordering of all canteen supplies.
- Assist with stock take on quarterly basis.

**GENERAL**

- Compliance with the CECWA ‘Occupational Safety & Health in Schools’ policy in order to provide safe handling, preparation and serving of food.
- Any other duty as required by the Principal.
- Other duties as and when required.

**QUALIFICATIONS/EXPERIENCE**

- Previous experience in a similar role.

**SKILLS/REQUIREMENTS**

- Must possess a pleasant and professional manner.
- Have a high level of interpersonal and communicative skills when dealing with students, parents, staff and visitors.
- Deal with all staff, students and family members in such a manner as to support the La Salle College Code of Conduct, the Code of Professional Obligations for Staff at La Salle College and the CEWA Code of Ethical Conduct.
- Must treat all information of the College in a confidential manner.
- Work effectively as part of a team.
- Must hold a current Working with Children card and obtain a new National Police History Check through the WA Education and Training Sector.
- Have a flexible approach to working hours.