

EAST ADELAIDE SCHOOL
CASUAL CANTEEN EMPLOYEE
(Fast Food Industry Award-Casual Level 1)
8 hours per week, for TERM 2, 2018

Position commences from the start of Term 2 (days to be negotiated with Canteen Manager) and is employed under the Fast Food Industry Award.

This position is offered by the Governing Council and the successful applicant is accountable to the Governing Council. The successful applicant will be under the direct supervision of the canteen manager in fulfilling the day to day tasks required for the smooth operation of the canteen.

The successful applicant is required to have a DCSI clearance, have fulfilled the Reporting Abuse and Neglect (RAN) training for volunteers and must be able to provide evidence upon accepting the position. As an employee at East Adelaide School the successful applicant will be expected to adhere to the SA Government Code of Ethics, Work Health Safety policies and the Protective Practices policy and procedure.

Applications are due by Tuesday April 10th 9am. Please deliver to the front office, addressed to panel chairperson Belinda Robertson.

The applicant needs to provide the selection panel with:

- a CV(maximum 500 word)
- a written application, of no more than 500 words, addressing the criteria of the following person specification
- the names and contact details of two referees

PERSON SPECIFICATION (Essential to the position)

- Demonstrated ability to establish positive, effective working relationships and possess excellent communication skills with parents, students and staff.
- Demonstrated ability to work as an effective member of a team.
- Demonstrated ability to prioritise tasks and be well organised.

Desirable experience for the position

- Experience in having worked in the food industry, hospitality, retail or in a school canteen as a paid employee or volunteer.

EAST ADELAIDE SCHOOL CANTEEN EMPLOYEE JOB DESCRIPTION

Processing daily lunch orders which includes:

- Receiving lunch trays from the children each morning
- Taking out money and ensuring correct amount is in the bag and preparing change
- Processing Qkr! online lunch orders in trays
- Attaching chips and other items other than main lunch to the bags
- Preparing the cold items listed in readiness for lunch time distribution

Buttering hot dog rolls

Cutting up salads

Preparing hot food for the pie warmer, oven or stove

Packaging of lunches prior to collection

Serving children at the counter each recess/lunch time

Supporting children with trays and cold pack bags upon collection

Baking/cooking as required

Day to day tasks supporting planning for the next day:

- Supporting students to make up slushies
- Preparation tasks as directed by the Canteen Manager

Cleaning tasks which may include:

- Wiping down the counters, fridge doors, stove, pie warmers
- Washing, wiping and putting away of dishes
- Sweeping the floor

Any other tasks as directed by the canteen manager.