SCHEDULE 1
DETAILED JOB DESCRIPTION – CANTEEN WORKER

Reporting to: Canteen Manager
Conditions of Employment: Restaurant, Tearoom and Catering Workers Award (Level 2)
Working Hours: Permanent part-time. 5 -10 hours a week.
Location: Poseidon Primary School, Heathridge

Job Requirements
The Canteen Worker assists and supports the Canteen Manager for the efficient and professional operation of Poseidon Primary School Canteen. This includes the following job requirements:

- Providing high quality, healthy food to our customers in a professional manner. Customers are primarily students but also include staff and parents.
- Assisting the Canteen Manager to maintain canteen profitably.
- Helping students to improve their life skills, especially in interacting with adults in a safe environment.
- In the Canteen Manager’s absence operate the canteen as per the operational objectives.

Responsibilities and Duties
This position has the following responsibilities and duties:

- Canteen operation.
- Effective communication.
- Policies and procedures compliance.
- Assist with the financial management and record keeping
- Ensuring canteen security.
- Supporting volunteers.
- Children’s life skills.
- Miscellaneous duties.
Canteen Operation
- Opening and closing canteen for allocated work times.
- Preparing and selling menu items as per the canteen menu.
- Serving students, staff and parents (as required) during recess and lunch.

Effective Communication
- To liaise with the Canteen Manager on a regular basis to ensure that any issues are being appropriately escalated.

Policies and Procedures Compliance
The following policies and procedures must be complied with:
- Poseidon Primary School’s Health Food and Drink Policy
- Poseidon Primary School Canteen Policy and Procedures
- Food handling policies and regulations to prevent food spoilage and contamination
- Money handling policies and recording of sales and expenses
- Department of Education’s Traffic Light System
- Occupational Health and Safety

Assist with the Financial Management and Record Keeping
- Utilise petty cash according to procedures set out by treasurer.
- Recording of all orders, recess and lunch sales.
- Assist in the follow up of student account debts ensuring accounts owing are manageable and finalised each term.

Ensuring Canteen Security
- Securing of cash and keys
- Removal of profits in accordance with the Treasurer processes.
- Locking up at the end of the working day and switching off certain appliances.
- Ensuring that only authorised personnel enter the canteen.

Supporting Volunteers
- Support the Canteen Manager with the rostering of volunteers.
- Develop ongoing positive relationships with all volunteers.

Children’s Life Skills
- Assist students with lunch orders and canteen purchases by providing a safe and respectful environment where children can learn to interact with adults by effectively communicating requests, handling money, making timely decisions, good choices and displaying appropriate manners.

Miscellaneous Duties
- Assist the Canteen Manager with Special Events (where possible).
- Any other duties that may be requested by the Canteen Manager from time to time.