



LINDISFARNE
Anglican Grammar School

Position Description

Position:	Canteen Assistant
Immediate Supervisor:	Canteen Convenor
Subordinates:	None
Award/Agreement:	<i>Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021</i>
Classification:	General Hand

Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

Our Values

Within our Anglican tradition, we value:

- **Compassion:** Building genuine relationships through generosity of spirit and care for others.
- **Wisdom:** Gaining the knowledge, understanding, skills and character that comes from learning.
- **Respect:** Appreciating all within our environment and leaving an honourable legacy for those who follow.

Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- **Leadership:** Creating the competencies that equip us with hope, clarity and direction.
- **Standards:** Establishing high expectations that empower student involvement, development, achievement, service and voice.
- **Collaboration:** Working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

Acknowledgment of Country

Lindisfarne Anglican Grammar School is located on the ancestral lands of the Minjungbal people of the Bundjalung Country.

We respectfully acknowledge the traditional owners and custodians of these lands and pay our respects to Elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and continuing connection with this land. We recognise the responsibility we have in caring for this Country, which has deep spiritual significance for our First Nations peoples, whose cultures are amongst the oldest living cultures in human history. We recognise the importance of educating our students in the strong foundations of culture and identity. We acknowledge that better understanding and deep respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation.

The Role

The Canteen Assistant reports to the Canteen Convenor and is responsible for assisting the Convenor in managing the operation of the canteen to a high standard, including food preparation, stock management, sale of food and maintenance of equipment.

Responsibilities and Accountabilities

Food Preparation

- At all times, ensure the keeping, preparation, cooking and serving of food, drinks and snacks for students and staff is in accordance with Food Standards Australia.
- Food is prepared in a timely and efficient manner while maintaining the highest level of hygiene at all times.
- Safely operate cooking and food appliances and equipment.
- Ensure that any special dietary requirements (ie allergies, religious, cultural), are respected and/or met as required.
- Manage time and prioritise tasks to ensure timely and safe serving of food during recess and lunch times.

Cleaning

- Ensure that all food preparation areas, utensils, appliances and canteen is kept clean in accordance with food standards.
- Ensure that food is not contaminated by cleaning chemicals, cross contamination, un-hygienic work practices or conditions, unsafe temperatures.

Other Duties

- Ensure compliance with sanitation, hygiene, health and safety legislation and organisational and quality requirements.
- Assist generally in the kitchen as directed.
- Cash register duties.
- Ensure the security of the canteen by following cash handling procedures, locking of doors and windows, restricting unauthorised persons from gaining access to work areas, and turning off appliances (except refrigerators).
- Assist with Lindisfarne functions as required.

Personal Attributes

- Ability to work as part of a team.
- Ability to communicate with students, parents and staff.
- Energetic and well organised, paying particular attention to personal cleanliness.
- Ability to adapt to the varying demands of life in the canteen.
- Drivers licence essential.

Key Considerations

A member of the Lindisfarne Anglican Grammar Team is:

- Emotionally intelligent
- Emotionally resilient
- A strategic and visionary thinker
- A successful communicator
- A goal oriented achiever
- A sensible risk taker
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

Workplace Health and Safety

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position.
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation.
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware.
- Comply with all workplace health and safety instructions.
- Make proper use of relevant safety devices and personal protective equipment.
- Seek information and advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied.
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment.
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

Performance Indicator

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of this role may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

<Enter title>

Signed: _____

Date: _____