

Position Information Document

Education Support Officer – Canteen Assistant

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Title:	Education Support Officer – Canteen Assistant		
Employment Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement	ESO Grade:	1
Stream:	Services	FTE	NA
Hours/Days of Work:	28 hours per fortnight	Weeks Per Year:	39

Key Working Relationships

Canteen Coordinator (Reports to) Principal Deputy Principal	Business and Finance Manager Students / Parents / Families / Community
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Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition. The College is one of Adelaide's oldest and most respected Reception - Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans. Please visit our College website for more information www.cbc.sa.edu.au.

Broad Purpose

The **Education Support Officer – Canteen Assistant** will promote CBC, CESA and EREA mission, vision, values and touchstones in all aspects of the role. You will establish and maintain positive working relationships with staff, the wider community, students and their families. You will have well developed relational skills and the outstanding ability to communicate effectively with all members of the College community and its external partners.

The **Education Support Officer – Canteen Assistant** is responsible for providing assistance and support to the Canteen Coordinator to ensure the Canteen services students and staff efficiently and in accordance with food health/safety standards. This position is located at the Senior and / or Junior Campus as directed.

Duty Statement

Key Responsibilities and Duties

- ✚ Assist with the preparation and sale of food
 - Recess and lunch orders as required
 - Serving of students and staff at recess and lunch allocated times
- ✚ Assist with the taking of orders for special events at the College, including visitors to the College, SAC meetings, end of term functions as required
- ✚ General maintenance of canteen and work area, including:
 - General upkeep of kitchen and work area as required
 - Cleaning of food preparation areas and benches, sweeping/mopping of floors, washing of dishes
 - Other duties deemed necessary to ensure the Canteen runs efficiently
 - Thorough cleaning of fridges in the canteen
- ✚ Other duties as directed by the Principal or Canteen Coordinator

Person Specifications

Skills

- ✚ Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- ✚ Able to work with minimal direction and supervision and analyse and plan approaches to apply effective solutions to a range of problems.
- ✚ Ability to follow instructions and work in an efficient manner
- ✚ Strong customer service focus
- ✚ Ability to interact with students in a positive, sensitive and respectful manner
- ✚ Ability to assist parents in a sensitive supportive and professional manner
- ✚ Demonstrated ability to work independently and as a part of a team to meet strict deadlines

Knowledge and Experience

- ✚ Experience in a similar role
- ✚ Demonstrated ability to relate effectively to a diverse range of staff and students

Specific Requirements

Qualifications and Experience

- ✚ Safe Food Handling Certificate
- ✚ Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- ✚ Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- ✚ Edmund Rice Education Australia and CBC are committed to ensuring the safety, well-being and dignity of all children and young people. All staff must have and maintain a commitment to child safety. All applicants will be subject to EREA and legislative screening procedures These checks are consistent with EREA's commitment to child protection policies and procedures.

College Values

You will practice CBC values and the EREA Touchstones, when you;

Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

Work Health & Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a Worker, while at work you must –

- ✚ take reasonable care for your own health and safety
- ✚ take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- ✚ comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- ✚ cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be limiting, and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time to time. All positions evolve and change over time, and the College commits to regularly reviewing and, if required, updating position descriptions to accurately reflect the contribution of employees.

Signed (Principal or Delegate): _____ Date: __ __ / __ __ / __ __

Signed (Employee): _____ Date: __ __ / __ __ / __ __