

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Catering Employee and Tea Attendants (Government) Award 1982 Government Services (Miscellaneous) General Agreement 2016
Group: Schools	Effective Date of Document 1 November 2017
Region: Education Regions	
School: Schools	

THIS POSITION

Title: Canteen Attendant
Classification: CTA
Position No: Generic
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: *May vary depending on the position*
LEVEL:
POSITION NUMBER:

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TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Canteen Attendant	CTA	Generic	1 November 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Canteen Attendant	CTA	Generic	1 November 2017

ROLE

The Canteen Attendant:

- assists in preparing meals, serving patrons of the canteen, and ensures a high standard of catering, health, safety and hygiene is maintained
- assists in the planning of menus to meet patrons' special dietary requirements
- assists with food and stock control, including ordering and stock rotation
- assists with cleaning the canteen, including pantries, freezers, cool rooms and store rooms as well as clearing waste to appropriate areas and ensuring equipment and utensils are cleaned to appropriate standards
- undertakes cash register operations and assists with canteen related duties, as required
- participates in meetings and training, as required, to ensure delivery of a high standard of catering, health, safety and hygiene.

OUTCOMES

1. Assistance is provided in meal preparation.
2. Effective food and stock controls, including ordering and stock rotation, are maintained.
3. Canteen facilities and equipment are cleaned to appropriate standards.
4. Financial transactions within a canteen setting are managed.
5. Relevant health, safety and hygiene training is accessed.

TITLE Canteen Attendant	CLASSIFICATION CTA	POSITION NO Generic	EFFECTIVE DATE 1 November 2017
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SELECTION CRITERIA

The following essential selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in working in a canteen or café, including the storage, preparation and sale of food and the dealing with monies / cash register.
2. Demonstrated ability to provide courteous and efficient customer service.
3. Demonstrated knowledge of food hygiene practices and relevant Occupational Health and Safety Regulations.
4. Demonstrated communication skills and ability to work as part of a small team and contribute to team outcomes.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 1 November 2017
TRIM REF # D17/0463483