



## Canteen Attendant Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Government Services (Miscellaneous) General Agreement 2019</a> or as replaced
<b>Classification</b>	CTA Level 1
<b>Reports to</b>	May vary depending on the position
<b>Direct reports</b>	Nil

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Assist in preparing meals, serving patrons of the canteen, and ensuring a high standard of catering, health, safety and hygiene is maintained.
- Assist in the planning of menus to meet patrons' special dietary requirements.
- Assist with food and stock control, including ordering and stock rotation.
- Assist 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.
- Undertake cash register operations and assist with canteen related duties, as required.
- Participate in meetings and training, as required, to ensure delivery of a high standard of catering, health, safety and hygiene.

### Selection criteria

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 and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

### **ENDORSED**

Date            25 January 2021  
Reference    D21/0035008