



HOLY TRINITY PRIMARY SCHOOL

CANTEEN ASSISTANT

The Canteen Assistant, under the supervision of the Principal and Canteen Coordinator, is responsible, with the assistance of volunteer helpers, for the operation of the School Canteen. The main aim of the canteen is to provide and promote a variety of nutritious and healthy foods to students and staff in accordance with Healthy Schools Canteen guidelines.

Hours for this position: One day a week during school terms for the 2018 school year.

Successful applicant must be ready to commence duties on 29th January 2018.

Role Description: The Canteen Assistant is to assist the Canteen Coordinator in the following roles.

Volunteer Helpers Management

- Collate replies from volunteer helpers and draw up a roster for each term
- Send, via the students, a copy of the roster which includes telephone numbers, to each volunteer.

Financial Management

- Keep record of money owed by staff and pupils
- Send reminder notices once per term for money owed.
- Count the Canteen takings and prepare the money for banking

Ordering

- Order supplies as required from the list of suppliers
- Ensure that all invoices have been signed and checked. Pass all invoices onto the School Office Administration

Duties

- Work is carried out, working to a timetable throughout the year
- The canteen is open twice on days of operation 11.00-11.20am (recess) and 1.20-1.45pm (lunch)
- Ensure canteen price lists are sent home with pupils at the beginning of each term
- Display current price lists on the canteen walls
- Ensure operation of canteen is run in a safe manner
- Ensure the canteen is operated in a hygienic manner at all times
- Has an awareness of OHS requirements and ensure the canteen is a safe environment in which to work
- Ensure that introduction of new food items have been approved by the principal and canteen committee.
- Shall report on canteen activities to the Principal.

Applications for employment should address the above listed duties and be accompanied by a current resume which includes the names and contact details of two referees.

Please forward applications to Holy Trinity Primary School, West Wagga by email: ht-info@ww.catholic.edu.au or post to Holy Trinity Primary School, PO Box 4001 Ashmont 2650 by **7/12/2017**.