



Job Description

Position title:	Canteen Assistant (Permanent Part-time: two days per week)
School / Entity:	St Philip's Christian College Gosford
Reports to:	Canteen Manager and Business Manager
Direct reports:	Volunteers
Award:	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021
Date created / revised	14 th September 2023

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice. Our organisation's core values are:

- Christ First – we want to honour Christ in all things.
- Serve One Another – we want to appreciate the unique God-given potential of each person.
- Strive For Excellence – we want to aim to do our very best all the time.
- Do What Is Right – we want to always behave in a Christian manner.
- Build Community – we want everyone to feel they belong.

What's it like working at St Philip's Christian College Gosford?

Great results, attractive and flexible spaces, up-to-date technology and best practice based on current academic research are important to us – and unlocking the unique God-given potential in every child to lead a life of passion and purpose in whatever pursuits they choose is highly valued.

Our best assets are our passionate and purposeful teachers who are trained to consider the individual learning and wellbeing needs of every child in their class, and dedicated non-teaching staff who actively support the goals of the organisation.

What's the focus of this position?

The Canteen Assistant is responsible for the management of the day-to-day operations of the College Canteen.

What you'll be doing:

The Canteen Assistant will be engaged in:

- Food preparation and will hold knowledge of food safety and food hygiene
- Customer service
- Money handling
- Stock replenishment and rotation

You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your supervisor or Principal.

The essentials you'll need:

- To promote the Christian vision and ethos of the school and broader organisation.
- To demonstrate a living relationship with Jesus Christ.
- Exceptional interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with current and prospective stakeholders.
- Strong organisational and time management skills.
- Possess a high level of interpersonal skills leading to constructive relationships with students, colleagues and parents.
- Excellent working knowledge of Microsoft Office and a willingness to embrace new technologies.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

Employee Name:	
Employee Signature:	
Date:	