



JOB DESCRIPTION

Job Title:	Canteen Coordinator
Job Type:	Part-time (0.26 FTE or 10 hours per week)
Salary Classification:	NT Christian Schools AO1,1
2018 Salary: (Full-time)	\$43,515 (10 wks AL) <i>pro-rata</i> Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Araluen Christian College
Responsible to:	Office Manager
Date Advertised:	May 2018

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Primary role

The person in the role will oversee the effective operation of the school canteen. The person in this role will perform duties that will contribute to safe and hygienic food preparation and service, as well as ensuring that the canteen operates for the financial benefit of the college.

Reporting Relationship

The Canteen Coordinator reports directly to the Office Manager at Araluen Christian College.

Key areas of responsibility

1. Open canteen
2. Place orders on Tuesday
3. Accept, receipt and process deliveries on a Thursday
4. Prepare food within specified period of time
5. Organise the adult volunteer roster ensure parents/carers are rostered for each Canteen Friday
6. Liaise with admin staff and the Principal
7. Bake and prepare biscuits/cakes on a Thursday in preparation for Canteen day. Make jelly cups x 20 each week.
8. Organise processes and manage the running of the canteen on a Friday
9. Supervise student helpers who assist in the canteen
10. Clean at end of the day (sweep, mop and wipe down all counters)
11. Lock up at the end of the day
12. Contribute to updating the canteen menu
13. Thorough (spring) clean of the canteen at the end of each term
14. Prepare and photocopy all tally sheets
15. Rotate all stock

Other Duties

Undertake other duties and responsibilities as directed by the Office Manager or Principal.

Performance Review

A process of performance review is part of employment for all staff.

Confidentiality

All staff are expected to keep confidentiality and not disclose any information which comes into their knowledge concerning the affairs of the organisation's schools, any student or employee of the organisation or the Board to any other person, other than that which is in the public domain or is required by law to be disclosed to any other person.

Selection Criteria

- Capacity to be a positive member of a cohesive team
- Ability to reflect the Christian faith underpinning the school
- NT Working with Children Clearance (Ochre card)
- Recent Criminal History Check (within the last 12 months)
- Ability to work to timelines for daily duties as well as managing the overall canteen operation within the hours allocated.