



JOB DESCRIPTION

Job Title:	Food Technician/Canteen Assistant
Job Type:	Part-Time (15 hours per week)
Salary Classification:	NT Christian Schools AO1,1-AO1,6
2019 Salary Range:	\$44,058 - \$47,821 FTE (10 wks AL) pro rata Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Principal
Date Advertised:	February 2019

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. NT Christian Schools 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-

- (A) As a Food Technician you will be required to support the Teacher in the purchasing and preparation of ingredients that are required for planned lessons.
- (B) Support the Canteen Manager in 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.

Reporting Relationship

The Canteen Assistant reports directly to the Food Technology Teacher and the Canteen Manager at Marrara Christian College.

Key areas of responsibility

1. A willingness to perform tasks as assigned by the Food Technology Teacher and Canteen Manager.
2. Follow procedure regarding food preparation.
3. Provide quality customer service including food production and counter service.
4. Collecting money from students / staff and providing the correct change.
5. A willingness to assist in setting up the canteen.
6. Order required food for each class, ensuring there is sufficient for all students.
7. Collect food from suppliers if required.
8. Check stock in pantry/fridge/freezers against requirements and use by dates.
9. Performing cleaning duties.
10. Responsible and punctual.

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 Family Group Homes, 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)