



Canteen & Café Assistant

Status: Permanent Part Time – Term Time – 15 hours per week

Position Location: Burgmann Anglican School, Valley Campus

Line Management: The Canteen & Café Assistant is directly responsible to the Head of Operations through the Canteen and Café Manager.

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

Responsibilities

The Canteen and Café Assistant is responsible for assisting the Canteen and Café Manager with the effective operation of the School Canteen and Café services. The main tasks and responsibilities include:

- Front counter service
- Maintenance of strict food safety standards
- Prepare a range of fresh food and heat pre-prepared food on a daily basis
- Assist with Flexischools lunch orders as required
- Temperature recording
- Providing friendly and consistent customer service
- Cash handling as required
- Other duties as directed

Qualifications, knowledge and experience required

- Qualifications and/or experience working in a School canteen or in the food service industry
- Food Safety training
- Barista Training would be an advantage
- Current First Aid Certificate
- Demonstrated experience in food preparation and service
- Ability to work cooperatively in a small team
- Proven customer service skills

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*. Salary will be determined according to qualifications and years of experience.

The Application

Applicants should provide the following documents, via email to: employment@burgmann.act.edu.au

- Covering letter
- Curriculum vitae (no more than 4 pages).
- A certified copy of your qualifications
- Working with Vulnerable People check
- Details of three professional referees, preferably one referee should be the applicant's current minister.

Applications close: 9am Monday, 18 February 2019