



ROLE DESCRIPTION

Canteen Assistant

Position Title	Canteen Assistant
Reports To	Canteen Manager Office Manager
Direct Reports	Nil
Position Level	Commensurate with experience and qualifications

PURPOSE OF THE ROLE

The Canteen Assistant report to the Canteen Manager and is responsible for assisting the canteen Manager in the effective operation of the College Canteen.

This position requires initiative, strong organisational and time management skills as well as food preparation experience to provide a high standard of food service for students, staff and visitors.

MAIN DUTIES

- Preparing, serving and delivering food service to staff and students on a daily basis.
- Cash register duties
- Maintaining high standards of cleaning, sanitising and maintenance of the food premises and equipment within the premises to commercial standard.
- Washing and ironing of aprons, tea towels, etc
- Daily supermarket shopping before school if required
- Assisting with catering for internal College functions
- Ensure that correct food handling and hygiene practices are performed to ensure that food does not become unsafe or unsuitable.
- Ensuring a pleasant working environment for all staff
- Ensure that the operation of the canteen is in line with the MSC values of the school community.

Qualifications/Competencies and Selection Criteria

- Awareness of WHS issues in the canteen
- Understanding of WHS requirements – use of equipment, chemicals and cleaning hazards
- Barista experience or the willingness to obtain and learn
- Competent cooking skills
- Integrity and professionalism
- Excellent communication skills
- Sound personal organisation
- A strong work ethic and the capacity to work with limited supervision
- Ability to meet deadlines
- Ability to work effectively as part of a team
- Willingness to undertake professional learning and understanding of and value for MSC Spirituality
- Current ACT Working with Vulnerable People Card

Daramalan College has zero tolerance for child abuse, neglect and other harm and we are committed to providing and maintaining a child safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

Conditions: The salary will be determined according to qualifications and experience in accordance with Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College Canberra) Multi-enterprise Agreement 2025

Revised May 2026