

Role Description

Canteen Assistant (Generic)

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

26009

Content

Manager No.

14/114479

Work Unit

Nominated School

Nominated Region

School and Regional Operations and Performance Division

Location

Various locations throughout the State

Classification

OO2 General Employees (Qld Government Departments) and Other Employees Award – State 2015
38 hour week

Job Type

Permanent / Temporary / Full-time / Part-time

Temporary period until XXXX unless otherwise determined

Salary Range

per annum

Salary is reflective of full-time employment (1.0FTE)

Plus superannuation contributions of up to 12.75% of your annual salary.



Your employer

Our vision: Creating Queensland's future—early childhood, education and the arts. Our purpose: Delivering a quality early childhood sector, a high performing education system and supporting a vibrant arts and cultural sector for Queensland. Our commitment: We promote equity and excellence and Queensland's cultural identity in our commitment to respect, protect and promote human rights. We are committed to working together with Aboriginal peoples and Torres Strait Islander peoples to close the gap. Our objectives: Every child starting strong; Every student achieving and realising their full potential; Vibrant arts and culture across the state; Capable, confident people, responsive systems, better outcomes. For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Canteen Assistant, you will:

- Perform a variety of catering and cleaning activities to ensure the effective operations of the kitchen/canteen.
- Perform duties that adhere to the maintenance of safe and hygienic operations within the kitchen/canteen.

The Canteen Assistant reports to the reports to the Canteen Supervisor on operational matters and to the Business Services Manager on administrative matters pertaining to leave and salary.

Your role

Responsibilities include:

- Provide quality canteen and catering customer service including food production and food preparation duties, counter service, clearing tables and cleaning duties.
- Provide a clean, hygienic environment for the preparation, storage and safe handling of food.
- Follow procedure regarding food preparation and adhere to daily menu plans.
- Ensure that malfunctioning equipment is reported to the Canteen Supervisor in a prompt manner using appropriate paper work.
- Operate a cash register and collect money from client groups.
- Follow Workplace Health and Safety Practices to ensure that the canteen and equipment is operated and maintained in a safe and hygienic manner.

- Promote a safe, secure environment for staff, students and visitors.
- Participate in purpose based networks, team activities, performance management processes and professional development and training programs.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Leadership Competencies

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all our roles within the department.

Vision

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Applicant Information Package.
- It is a mandatory condition of this role that you:
 - Possess a current Working with Children Check clearance (blue card) issued by Blue Card Services. (In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services).
 - A food safety competency/certificate.