

Role Description

Canteen Assistant (Generic)

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.
- Corporate Services Division consists of Information and Technologies Branch, Human Resources Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.ged.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 Canteen Supervisor on operational matters and to the Business Services Manager on administrative matters pertaining to leave and salary.



Your role

As the Canteen Assistant you will have responsibility for the following:

- 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.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Understands the catering environment and demonstrates knowledge and skill particularly in relation to food preparation, food service and food hygiene.

2. Achieves results

Ability to carry out duties with a minimum of supervision and to set realistic work priorities and meet deadlines.

3. Supports productive working relationships

Demonstrated ability and desire to work in a team environment where improving quality is a key focus and demonstrate ability to adapt flexibly to a changing work environment.

4. Displays personal drive and integrity

Takes personal responsibility for accurate completion of work and seeks assistance when required.

5. Communicates with influence

Demonstrated communication skills to effectively liaise with other staff and relate to students and visitors in a courteous manner.

Additional information

- For school based non-teaching temporary positions - The duration of this position will be dependent on work demands, the availability of ongoing funding, and model allocated resources.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.

- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au