



JOB DESCRIPTION & KEY ACCOUNTABILITIES

Job Title	Canteen Assistant
Reporting to	Catering Manager
Job Purpose	To assist in the school canteen for morning tea and lunch working alongside one of our full time team members.
Principal Responsibilities	<p><u>Food Service</u></p> <ul style="list-style-type: none"> • Ensure dining room is set up for all meal services • Ensure food is served at all meal times, including any out catering <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Demonstrate a commitment to Health & Safety related policies and procedures to ensure a positive and safe working environment. • Follow all procedures to the current Food control plan in place to meet the Hamilton City Council food regulations.

CANDIDATE PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • High school certificate • Previous customer service experience is desirable
Skills	<p>CUSTOMER SERVICE & RELATIONSHIP MANAGEMENT</p> <ul style="list-style-type: none"> • Shows a commitment to, and the delivery of excellent customer service • Able to establish and maintain positive working relationships within the school community <p>INTERPERSONAL STYLE</p> <ul style="list-style-type: none"> • Demonstrates a strong personal commitment to school wide excellence, honesty, integrity and the special character of the school • Is thoughtful, resilient, calm and stable in challenging situations • Demonstrates professional confidence • Shows initiative, decisiveness and openness • Works as an effective team member • Is personable and gets on well with people • Able to maintain a cheerful co-operative professional manner • Demonstrates effective communication • Demonstrates an ability to understand and interpret oral and written instructions • Has high standards with an eye for detail • Displays and maintains a good level of personal presentation