



EDMUND RICE EDUCATION  
AUSTRALIA

# EASTERN FLEXIBLE SCHOOLS NETWORK

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## Position Description: Canteen Support Worker

<b>ROLE TITLE</b>	Canteen Support Worker
<b>LOCATION</b>	<b>St Mary's Flexible Learning Centre</b>
<b>NETWORK</b>	Eastern Flexible Schools Network, Edmund Rice Education Australia
<b>SALARY OR AWARD</b>	Award: Educational Services (Schools) General Staff Award 2020 Salary Equivalent: NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2020, Support Staff
<b>EMPLOYMENT STATUS</b>	On-going, Full-Time
<b>COMMENCEMENT</b>	Term 1 2022
<b>CONTACT</b>	Michael Loudoun – Head of Campus
<b>PHONE/EMAIL</b>	0427 341 657 or <a href="mailto:eastern.network@ereafsn.edu.au">eastern.network@ereafsn.edu.au</a>
<b>JOB REFERENCE NO.</b>	SM/CSW/112021
<b>CLOSING DATE</b>	<b>5:00pm – Monday, 31 January 2022</b>

**Aboriginal and Torres Strait Islander people are encouraged to apply.**

## Background

The Eastern Flexible Schools Network is an initiative of Edmund Rice Education Australia. Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education and social inclusion program for young people who are disenfranchised and disengaged from mainstream education. Young people enrolled in a Flexible Learning Centre may present with a broad range of complex educational and social needs that FLCs respond to through a variety of flexible and innovative social inclusion and learning experiences.

Flexible Learning Centres are registered schools which provide young people with a varied and holistic set of learning experiences that support them in identifying and pursuing an individual transition to adulthood, employment, further education and training, and social connectedness.

Students who attend include indigenous and non-indigenous young people that are disengaged from mainstream education for a variety of reasons including:

- Those who have had contact with the juvenile justice system;
- Those who reside in Out of Home Care (OoHC);
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;

- Those with a generational history of early school leaving; and,
- Those with a generational history of unemployment.

See [www.ereafsn.edu.au/](http://www.ereafsn.edu.au/) for further information.

## Child Safeguarding

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children. EREA and its schools have a zero tolerance policy of abuse or harm towards children and young people. Eastern Flexi Schools Network (EFSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people. Therefore, all applicants will be subject to EREA policy and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy, Code of Conduct and Working with Children Checks.

## Primary Role

The position reports to the Head of Campus at St Mary's Flexible Learning Centre.

### Duties and Responsibilities

To carry out the following tasks in order to provide meals for students at the centre:

- Maintaining and keeping the kitchen premises clean in accordance with OHS standards.
- Serving meals to young people.
- Providing meals to the school community in accordance with healthy eating guidelines.
- Catering for culturally specific meals when required. e.g. Halal, Kosher food.
- Building and maintaining positive relationships with young people and colleagues.
- Assisting young people with food preparation in collaboration with other staff members.
- Operating by the four principles of operation (described below).
- Other duties as required.

## Qualifications

- Required: A Hygiene for Food Handlers Certificate;
- Required: A positive NSW Working with Children Check (WWCC);
- Required: Covid vaccination certificate;
- Required: A full Drivers' License (Standard Car); and
- Desirable: Food Safety Supervisor Certificate

## Skills and Knowledge

- Bulk catering and commercial kitchen experience.
- Experience working with young people and as part of a multidisciplinary team.
- Ability to follow direction, as well as to work independently.
- Ability to work in a fast-paced environment and take initiative.
- Desirable: Barista skills and knowledge

# Principles of Operation

The four principles of operation that all Flexible Learning Centres operate by are Respect, Participation, Safe and Legal, and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a 'common ground' among staff, young people and families where the means to resolve conflict, negotiate learning, and recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principles and the best practice guidelines as articulated in the Foundation and FLC Occasional Papers (available on the EREAFLN website)

# Applications

Please forward applications to [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au) by **5:00pm Monday, 31 January 2022**. Please include:

- A response to each the key selection criteria (listed below);
- A current resume outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Michael Loudoun, Head of Campus with SMFLC, at 0427 341 657 or by email at [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au).

**The Eastern Flexible Schools Network supports the rights and safety of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.** All applicants for this position will be subject to EREA screening procedures.

# Key Selection Criteria

1. Possess the required listed Hygiene for Food Handlers Certificate and/or the desired Food Safety Supervisor Certificate.
2. Understanding, or the ability to acquire an understanding, of working under four Principles of Operation: Respect, Safe and Legal, Honesty, and Participation.
3. Brief explanation of Operation by Principles: All Flexible Learning Centres operate under this framework and this is a significant point of difference from mainstream schooling. The principles establish a "common ground" among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually (see Occasional Paper available on the Youth+ website for further information).
4. Ability to work effectively as a member of a multi-disciplinary team.
5. Possess, or able to apply for, a positive NSW Working with Children Check.

## Foundation Statement

EREA FLCs seeks to respond to the needs of young people disenfranchised and disengaged from education. We provide a place and an opportunity for young people to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities and support and celebrate the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice about the empowering service of education to achieve personal and community liberation through educational experiences that enable transformation.

## Strategic Values

Within our radical, social, and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values with authenticity and integrity and are expressed through the life journey of its members.

### **SAFETY**

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, and the security to take emotional and intellectual risks.

### **RELATIONSHIP**

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

### **COMMUNITY**

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

### **TRANSFORMATION**

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible.

### **ECO-JUSTICE**

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.