

## Position Description: Canteen Coordinator

Aboriginal and Torres Strait Islander people are encouraged to apply

<b>ROLE TITLE</b>	Canteen Coordinator
<b>LOCATION</b>	St Laurence Flexible Learning Centre - Newcastle
<b>NETWORK</b>	NSW Eastern FSN, 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) Level 2A - \$31.92 p/h
<b>EMPLOYMENT STATUS</b>	Full time, term time only. Fixed term commencing January until 20 <sup>th</sup> December 2024
<b>COMMENCEMENT</b>	30 <sup>th</sup> January or to be negotiated
<b>CONTACT</b>	Nicole Mitchell Senior Network Administrator
<b>PHONE/EMAIL</b>	0427 455 964 or <a href="mailto:eastern.network@ereafsn.edu.au">eastern.network@ereafsn.edu.au</a>
<b>JOB REFERENCE NO.</b>	CC/SLFLC/012024
<b>CLOSING DATE</b>	<b>Submission due by 22 January 5:00pm</b>

## Background

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

St Laurence Flexible Learning Centres is a registered schools which provides young people with varied and holistic learning experiences that support them in positive transitions into adulthood, employment, further education and social inclusiveness.

Staff are required work within the framework of common ground and demonstrate the ability to work under the four principles of operation; Respect, Honesty, Participation and Safe and Legal.

For further information, visit our website <https://www.ereafsn.edu.au/> or Facebook page.

## 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 of abuse of harm towards children. 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 Purpose

SLFLC - Canteen corodinator position description - Jan 2024

The primary role of the Canteen Coordinator is to efficiently coordinate the running of the kitchen in order to provide healthy meals to the young people and support them with developing knowledge and skills to live independently.

This role is an important part of the multidisciplinary team with a holistic approach to supporting the wellbeing of the young people.

## **Qualifications, Skills & Experience**

1. Hold a Food Handler Certificate & Food Safety Supervisors Certificate (or be willing to obtain in the first month of employment)
2. Certificate level qualifications in the hospitality industry (Chef or Cook desirable)
3. Previous experience in meal planning and catering for large groups
4. Current and positive NSW Working with Children Check (WWCC)
5. Ability to work effectively as a member of a multi-disciplinary team
6. Ability to follow direction as well as work independently and take initiative

## **Duties & Responsibilities**

The Canteen Coordinator will report directly to the Head of Campus and is expected to work collaboratively with all staff and young people in the school.

### **Kitchen:**

- Prepare and serve morning tea and lunch to the school community of 60 people
- Ensure the smooth and efficient running of the Canteen through time management and strong organisational skills
- Maintain the kitchen and eating areas
- Work within the Workplace Health and Safety standards & standard operating procedures
- Assist young people to participate with food preparation
- Provision of hospitality/meals for special events
- Awareness and management of YP with food allergies or dietary requirements
- Support staff with cooking electives

### **Budgeting:**

- Work within budgetary allocations
- Keep accurate records and receipts of purchases to assist in the schools financial reporting

### **Administrative Tasks:**

- Meal planning
- Purchasing/ordering of ingredients and stock (online or in store)
- Case notes as required

### **Other:**

- Participate in and contribute to the school community
- Other duties as directed by the Head of Campus

## How to Apply

Submit your application to [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au) by 5:00pm on Monday, 22 January 2024. Applications must include:

1. A current resume including evidence of required qualifications
2. A cover letter responding to each of the key selection criteria below:
  - a) Experience or demonstrated ability to cater basic meals for up to 60 people
  - b) Experience or demonstrated ability to work with young people
  - c) Experience or demonstrated ability to work effectively as part of a team

For further information contact Nicole Mitchell, Senior Network Administrator, at 0427 455 964, or, by email at [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au)

Our organisation supports the rights 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 these positions will be subject to EREA screening procedures.

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