



Canteen Breakfast Staff (Part-Time)

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School, n31*). The words of Jesus, *'I have come that you may have life and have it to the full'* (*John 10:10*) and *'As the Father has loved me, so I have loved you'* (*John 15:9*) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice'* and *'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School

Whitefriars College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

Canteen Breakfast Staff

OVERVIEW

The Canteen Breakfast Staff reports directly to the Canteen Manager or their assistant.

The Canteen Manager and their assistant have a key role in the smooth and efficient running of the canteen on a day to day basis

The position requires a high level of competency, and organisation in a wide range of skills including food handling, sales, dealing with staff and students and general administration.

JOB SPECIFICATION

It is the responsibility of the Canteen Breakfast Staff, under the direction of the Canteen Manager, to run the canteen efficiently and to ensure that best practices are used to ensure that safe and appropriate practices are followed in relation to hygiene and health regulations.

The canteen will operate each day the students are at the College and/or as agreed with the Principal/Business Manager.

The hours of operation for canteen breakfast are from 6.30am – 9.30am, Monday to Friday

The Canteen Breakfast Staff will:

- Provide healthy and varied food to cater for students and staff needs for Breakfast
- Be financially self- supporting and contribute a profit towards College operations
- Observe accounting procedures and standards as developed and prescribed from time to time
- Liaise with the Canteen Manager to implement stock control procedures to ensure efficient inventory levels while minimising waste and food losses.

General operations of the canteen include:

- Establishing and maintaining procedures and routines
- Maintaining rosters and daily duty activities (staff and volunteers)
- Establishing work practices
- Coordinating, training and supervising volunteer helpers
- Implementing a food safety program
- Maintaining facilities and the amenities to a high standard
- Ensuring all legislation and OH&S regulations are met or exceeded
- Follow procedures and other duties as directed by Principal/ Assistant Business Manager that may occur from time to time

Terms and Conditions:

- It is expected that the successful applicant will hold appropriate qualifications and/or skills and knowledge through experience in similar positions
- The 2018VCEMEA (Certified Agreement) applies
- Remuneration is at School Service Officer, Category D Level 2 Sub division 1-4 (pro rata of \$43,000 - \$46,500 pa as determined by qualifications and experience).
- Employer superannuation guarantee contribution of 9.5% will be paid in addition to salary
- Salary packaging for superannuation and other benefits is available within the guidelines provided by the Catholic Education Commission Victoria
- A valid Working with Children Check and a current First Aid Certificate Level 2 are required
- An induction process is provided (OH&S, first aid training, fire warden training and child safety)
- The College will provide appropriate training where necessary
- This is a fixed term, 12 month, part-time position.



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake various aspects of the role
- An up to date Curriculum Vitae
- The names and contact details of three relevant referees.

Applications should be addressed to:

Mr Mark Murphy
Principal of Whitefriars College

and emailed to employment@whitefriars.vic.edu.au no later than **4pm on Friday 14 February 2020**.

Any enquiries about the role should be directed, in the first instance, to Mrs Mary Le Gassick Assistant to the Business Manager on 9872 8200.