



Canteen Assistant Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

All staff roles at Hope Christian College are considered to be a calling in the Christian-missional sense of the word. The Vision Statement of Hope Christian College states that it is the College’s desire to develop the whole child in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ. The Canteen Assistant reports to the Canteen Manager and is responsible for assisting the Manager with the preparing and serving of recess and lunch, as well as general cleaning. This Role Statement is to be read in conjunction with the *HCC College and Purpose Vision (Statement of Faith)*.

Personal qualities and characteristics

A staff member at Hope Christian College will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- Commitment to Christian education
- Authenticity and honesty in all relationships
- Flexibility
- Compassion and warmth towards students, parents and staff
- Support for the partnership between Hope Christian College and Craigmore Christian Church
- Resilience
- Ability to work with a minimum of supervision if required
- Ability to work as part of a team
- Able to interact with staff, students and service providers in a manner upholding the College Christian values
- Ability to cover other team members in their absence.

Professional qualities and abilities

- Support for the educational aims and Christian world view of Hope Christian College
- Qualifications and/or experience relevant to the role within the College
- The ability to make decisions through collaboration, consultation and consensus
- The ability to communicate effectively and succinctly, using conflict resolution skills where necessary
- Effective time management including the ability to schedule and prioritize.

Position responsibilities

- Preparing and serving of morning tea and lunches for staff and students on a daily basis
- Cash register duties for over-counter sales (if required)
- Cleaning of the canteen on a daily basis
- Cleaning of canteen equipment on a regular basis
- Daily supermarket shopping (if required)
- Reporting of building and equipment maintenance to the Canteen Manager
- Assist to prepare morning teas, lunches or afternoon teas when requested by the College.

Requirements

All staff at Hope Christian College must have the following prior to commencement in the role:

- A current Working with Children Check
- Responding to the Risk of Harm, Abuse and Neglect (RRHAN) training

Tenure: Casual employment, as required

Remuneration: ESO Grade 1, Level 1