



Position Description

Casual Canteen Assistant

We are a K-12 independent, secular, co-educational school with a stunning 17-acre bushland campus in the Blue Mountains. We value academic and creative pursuits equally and work together to ensure that respectful relationships are maintained. At Korowal, students are at the centre of our philosophy, practice and decision making.

Our mission is to empower & inspire learners to develop their unique strengths.

- Immediate start (or by negotiation)
- Collaborative team environment

This is an opportunity for an experienced Canteen Assistant to join a supportive and collegial school community. The successful candidate will have experience in food handling and customer service, and be available as requested on a casual basis.

Terms and conditions of employment

Casual Canteen Assistants are paid a daily rate as per the **NSW Independent Schools (professional and operational staff) Cooperative Multi-Enterprise Agreement 2025**.

Qualifications

Appropriate Food Handling qualifications.

Responsible to

The Principal, Korowal School.

The Canteen Assistant will work closely with the Business Manager to ensure effective running of the school canteen.

Staff at Korowal take care

To foster committed, mutually respectful relationships between students, teachers and parents.

- To support committed, mutually respectful relationships between students and staff.
- To support a healthy, safe and welcoming school environment that is focused on sustainability.
- To work creatively and sensitively with colleagues, communicating clearly and openly to maintain good working relationships.

Responsibilities

- Maintain food preparation and kitchen hygiene in compliance with Food Safety Standards.
- Safely operate cooking and food appliances and other equipment.
- Provide quality canteen customer service to students and staff.
- Ensure lunch orders are prepared within set timeframes.
- Follow cash handling procedures.
- Ensure that any special dietary requirements (i.e. allergies) are managed.
- Any other duties as reasonably required and directed by the Business Manager.
- Upholding of our School's policies and procedures, particularly regarding Child Protection, Employee's Code of Conduct and WHS.

Selection Criteria (these must be addressed in your application)

The successful applicant will have:

- Demonstrated previous experience in a school canteen or similar food industry workplace.
- Strong time-management and organisational skills, with the ability to prioritise tasks and meet deadlines.
- Demonstrated ability to work without supervision and in a team environment.
- Food Handling qualifications or a willingness to obtain prior to commencement.
- First Aid certificate or willingness to obtain.
- A current Working with Children Check registered number.
- A willingness to uphold Korowal School's values and ethos.

Submitting your application

Please ensure that you include all the following:

1. Provide your CV with your application and include copies of your qualifications.
2. Supply the names and contact details (including Email) of three (3) professional referees.
3. Address all the Selection Criteria (above) in writing.
4. Provide your current WWCC number.
5. Address your availability for an immediate start.

Applications may be addressed to the Principal, Cindy Barnsley and sent via email (please PDF all documents) to: jobs@korowal.nsw.edu.au. In the subject line please state '*Casual Canteen Assistant Application*'.