



Farrer Primary School P&C Canteen Assistant - Job Opportunity

Employer: Farrer School Community Association (Farrer P&C)

Position: Casual Canteen Assistant

Job Location: Farrer Primary School

Employment type: Casual.

Wage: Fast Food Service Industry Award wage, Level 1, \$30.91 per hour plus superannuation

Hours: Variable. Up to 6 hours per week comprising shifts of minimum 3 hours duration, Wednesday-Friday during ACT school terms, between 9am and 3pm

Supervision: FPS P&C Canteen Manager

Date of commencement: On contract signing. Term 4, 2023.

Applications: Due 9th Feb 2024, using the template - to farrerps.communityassociation@gmail.com

Questions Please direct any questions to farrerps.communityassociation@gmail.com

1. Role description

The canteen assistant will support the operations of the FPS P&C Canteen under the direction of the P&C Canteen Manager. The role includes food preparation, cleaning, supporting meal planning, online ordering reports, ordering and participating in continuous improvement initiatives for the delivery of P&C canteen services. It may involve leading the delivery of an agreed simple menu if required due to sickness or leave by the P&C Canteen Manager.

2. Hours

The Canteen Assistant is employed:

- On a casual basis, up to 6 hours per week between the hours of 0900-1500 at Farrer Primary School during ACT school terms. Shifts will be determined on a fortnightly basis and will be of minimum 3 hours duration.
- As a casual employee, we do not guarantee the days or hours you will work and do not commit to providing you with work that will continue indefinitely with an agreed pattern of work.

3. Wages, leave and superannuation

- Wages will be paid fortnightly in arrears into the employee's bank account.
- If eligible, the Canteen Assistant will be paid superannuation in accordance with the Superannuation Guarantee (Administration) Act 1992.
- Casual staff do not receive annual or sick leave.
- The FSCA holds appropriate Workers' Compensation Insurance with an Insurance underwriter.

4. Required skills

The successful candidate will:

Personal characteristics

- Speak fluent English and communicate respectfully with students, staff and volunteers.
- Be familiar with cooking and food preparation.
- Be practical, able to follow direction and to self start tasks with limited direction.
- Be able to support a positive working environment.
- Be able to be actively on their feet for up to 3 hours and lifting up to 5kg.

Skills and training

- Hold, or be prepared to obtain a statement of attainment for a Food Safety Course. The P&C will consider funding this for successful applicants.
- Hold, or be able to obtain an ACT Working with Vulnerable Persons Card with an expiry beyond June 2024