



## Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter and your Curriculum Vitae/Resume. You must also complete the Employment Declaration Form located at [https://www.tenison.catholic.edu.au/files/45327748/CESA\\_Employment\\_Declaration.pdf](https://www.tenison.catholic.edu.au/files/45327748/CESA_Employment_Declaration.pdf).

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) by the closing date.

Alternatively, please forward your application by post to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO Box 965  
Mount Gambier SA 5290

### Applications close on Friday, 15 December 2023 at 1.00pm.

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will ideally take approximately three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

**Mary de Nys**  
Human Resources Officer/Principal's Assistant

## Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Teachers thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1350 students including a growing number of international students.

### Canteen and Cafe Assistant Education Support Officer (ESO)

<b>Status:</b>	This is a permanent position working in the Canteen and the Sugarloaf Café at the College.
<b>Commencement date:</b>	January 2024
<b>Area of appointment:</b>	Canteen
<b>Position Reporting to:</b>	Principal; Business Manager, Canteen Manager, Café Manager
<b>Employment Requirements:</b>	As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also always ensure that you avoid injury to the religious susceptibilities of the Catholic school community. This position has a 3-month probation period.

### General Requirements – Non-Teaching Staff

The non-teaching staff of Tenison Woods College fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with Work Health & Safety policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development or work-related sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated task at major school events such as sports days, school masses, and assemblies.

## Role Purpose

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**The Canteen Assistant works under direct supervision and is responsible for carrying out a range of general tasks and activities to support the operation of the School Canteen, as per Work, Health and Safety requirements.**

### **The successful applicant will:**

- Demonstrate a high level of personal integrity and conduct.
- Demonstrate problem solving and recommend practical solutions to operational problems.
- Have a welcoming personality and demonstrate sound interpersonal skills to maintain positive working relationships with a wide variety of stake holders including addressing issues with patience and diplomacy.
- Work without supervision; cope with high volumes of work;; deal with competing demands;; determine priorities and provide excellent service.
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results.
- Participate in relevant training and development activities.
- Support the development and maintenance of a best practice WHS culture within the workplace.
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.

## Role Requirements

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- A commitment to uphold and contribute to the Catholic ethos of the school.
- A Certificate II in food handling or similar and/or relevant equivalent competencies. An understanding of WHS and Food Health policies, legislation and regulations is highly desirable.
- Demonstrated basic practical skills to perform routine tasks related to food preparation and cleaning duties in a safe and responsible manner.
- An understanding of basic financial transactions and record keeping.
- Basic computing skills and knowledge, able to utilise Microsoft Office e.g. Outlook, Word, Excel.
- An ability to work collaboratively and cooperatively with others as a positive team member.
- Good customer service, interpersonal and communication skills, and ability to follow instructions safely and responsibly.
- Able to work under direct supervision, make limited judgement of routine tasks, and accept responsibility for work within the context of the role requirements.
- Reasonable time management to achieve allocated tasks in a timely and competent manner.
- Demonstrate safe work practices at all times.
- Demonstrate an understanding of and always adhere to professional boundaries.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace including appropriate personal protective equipment to fulfil role requirements.

**The position can also involve the following duties:**

### ***Cooking / Catering***

- Preparing ingredients to use in cooking,
- Preparing food items and lunch orders.
- Preparing workstations with all needed ingredients and cooking equipment.
- Preparing cold display cabinet food, bulk hot meals for the Early Learning Centre and the school cafeteria.
- The ability to cook in bulk,
- A high level of customer service.
- Taking customer orders with a welcoming greeting, completing the order accurately in a quick manner and providing the correct change (if applicable).
- Knowledge in current food trends and nutrition,
- Cleaning kitchen before and after service.
- Preparing coffees and other beverages.
- Checking stock levels and notifying management of any shortfalls.
- Familiarity with sanitisation regulations.
- Balancing the cash register at the end of each day.
- Assisting with the canteen, OSHC and ELCC food preparation/catering and cleaning, as required.
- Any other duties as designated by the canteen or café manager.

## **Work, Health & Safety**

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The role is deemed to be a Worker under the south Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons;
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer;
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers;
- ensure that the Canteen and Café are maintained in a manner which meets WHS standards, advising the café manager of any noticeable building or equipment shortfalls that may cause harm to the café staff.
- Report any incidents to the College's WHS Officer;
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.

Reference: Division 4, Section 28 WHS Act 2012

## Specific requirements

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### Qualifications and Training

- Working with Children Check to work in Catholic Education SA.
- First Aid Certificate;
- Approved Mandatory Notification training (this can be organised by the College).

## Your Responsibility

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Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the name, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Friday, 15 December 2023 at 1.00pm.**

Please email a copy of your application (and 1 document) to Mary de Nys at [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) or send your application via post to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO BOX 965  
MOUNT GAMBIER SA 5290

*Please Note: This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*