

	Catering and Canteen Officer Position Description				MGR01
Prepared By:	Tadashi Nakamura	Issued	15/09/2025	Copy no	1
Authorised By	Executive Director, Corporate Service	Replaces		Page	1 of 3
Reason for Amendment					

POSITIONS DETAILS	CATERING AND CANTEEN COORDINATOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Administration
REPORTS TO:	Executive Officer
DIRECT REPORTS:	Catering and Canteen Coordinator
EMPLOYMENT	12-month contract. Key Performance Indicators will be reviewed quarterly.
CONDITIONS:	Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Catering and Canteen Service Officer supports the effective operation of the organisation's canteen and catering services by preparing and delivering high-quality meals and refreshments for students, staff, and community stakeholders. Working under the supervision of senior staff and in close collaboration with the canteen and catering team including volunteers, the Officer contributes to day-to-day food service operations, including cooking, maintaining food safety standards, and assisting with stock management. This role ensures that catering orders and canteen services are delivered efficiently, consistently, and in line with organisational expectations.</p> <p>A distinctive feature of this position is its contribution to showcasing Aboriginal culture through food. By incorporating bush tucker and native ingredients into catering and canteen offerings, the Catering and Canteen Service Officer helps to promote cultural identity and create unique culinary experiences for customers. In doing so, the role not only supports student and community wellbeing but also strengthen cultural awareness and appreciation through the sharing of Aboriginal traditions in food.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> Food Preparation and Service <ul style="list-style-type: none"> Prepare and cook meals, snacks, and beverages for daily canteen operations and catering orders. Incorporate bush tucker and native ingredients into menus to showcase Aboriginal culture and traditions. Ensure meals are presented to a high standard and delivered on time. Provide friendly and professional customer service to students, staff, and external clients. Assist in menu development under the guidance of senior staff. Food Safety and Compliance <ul style="list-style-type: none"> Follow all food safety, hygiene, and workplace health and safety requirements in line with organisational and legislative standards. Ensure correct storage, handling, and rotation of stock to maintain freshness and minimise waste. Keep kitchen, canteen, and storage areas clean, organised, and compliant with audit requirements. Report any maintenance, safety, or compliance issues to senior staff promptly. Stock and Resource Management <ul style="list-style-type: none"> Assist with ordering, receiving, and checking supplies to ensure adequate stock levels. Monitor use of ingredients and resources to minimise waste and maintain cost-effectiveness. Support the preparation of catering resources, including equipment, serving items, and utensils. Contribute to maintaining accurate records of stock and catering usage. Teamwork and Support

- Work collaboratively with the canteen and catering team under the supervision of senior staff.
- Support colleagues in preparing large catering orders and community events.
- Contribute to a positive, respectful, and culturally safe team environment.
- Participate in training and skill development opportunities to enhance performance.
- Assist with other duties as directed by senior staff to support catering and canteen operations.

5. Other duties as agreed.

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.

PERSON SPECIFICATION

Skills & Knowledge:

- Cooking and food preparation skills, with an interest in developing further in catering and food services.
- Knowledge of (or willingness to learn) food safety, hygiene, and workplace health and safety practices.
- Awareness of Aboriginal culture and an interest in incorporating bush tucker/native ingredients into food preparation.
- Ability to follow recipes, instructions, and processes accurately.
- Good organisational skills, including time management and the ability to work to deadlines.
- Effective communication and interpersonal skills to work in a team and provide friendly customer service.

Previous Work Experience:

- Experience working in a kitchen, canteen, or food service environment.
- Experience providing customer service in a food or retail setting.
- Exposure to stock handling, ordering, or assisting with inventory.
- Experience working as part of a team to deliver shared outcomes.
- (Desirable) Experience working with Aboriginal communities or incorporating Aboriginal culture in food services.
- (Desirable) Completion of food safety/food handling training or certification.

Personal Attributes:

- Culturally aware and respectful, with a strong commitment to supporting Aboriginal and Torres Strait Islander peoples.
- Approachable, empathetic, and able to build trust and rapport with customers.
- Patient and calm under pressure, especially when assisting students through complex or unfamiliar processes.
- Detail-oriented with a strong focus on accuracy and following procedures.
- Reliable and accountable, with a commitment to confidentiality and professional conduct.
- Adaptable and flexible in responding to changing priorities or customer needs.
- Proactive and solution-focused, with a can-do attitude and initiative to improve processes.
- Excellent time management skills, able to juggle multiple tasks and meet deadlines.
- Strong team player who contributes positively to collaborative work environments.
- Passionate about education and committed to empowering others through learning and opportunity.

Qualifications & Training:

- (Essential) Any formal certificate in hospitality, cookery, catering services.
- (Essential) Food Safety Supervisor Certificate (or prepared to obtain)
- (Essential) Current DHS Working With Children Check (or prepared to obtain)

- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain)
- (Essential) Driver's licence

VISION< PURPOSE AND VALUES

Our Purpose

Empowering strong people and supporting strong communities through the strength of strong culture and education excellence.

Values

Trust	Building relationships on a foundation of reliability and integrity in all interactions and decision.
Authentic	Encouraging genuine self-expression and honest communication through respectful engagements.
Uniqueness	Embracing and celebrating individual differences and innovative ideas that makes our community strong.
Openness	Fostering a culture of transparency, accessibility, and receptiveness to create new opportunities for growth.
Network	Cultivating strong relationships and connections both within and outside the organisation
Diversity	Valuing and promoting a varied community that includes different backgrounds, perspectives, and experiences to enrich our social understanding.
Impact	Striving to make a meaningful difference in the lives of students, employers, and the broader community through purposeful actions.

KEY RELATIONSHIPS

Internal <ul style="list-style-type: none"> • Reporting to Executive Director, Corporation Services • Tauondi Management • Administration Team • Education and Support Team • Cultural Team 	External <ul style="list-style-type: none"> • Tauondi students • Aboriginal community members • Canteen customers • Catering customers • Public and private Aboriginal and non-Aboriginal organisations
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Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____