

Educational Services (Schools) General Staff Award 2010 (MA000076)

Level Classifications

This award covers employees in the school education industry – **P&C or Principal run canteens**
Under this award, canteen managers are defined as an employee providing *school operational services* and are classified under levels according to:

- Competency
- Judgment
- Independence and problem solving
- Level of supervision
- Training level or qualifications
- Occupational equivalent, and
- Typical activities

The typical activities of each level are outlined below, however it is important that **each employer review the award in detail** to determine at which level your canteen manager should be paid and take into account the other areas of classification as mentioned above.

School operational services level 1

- Assisting in a school retail facility, such as a canteen, uniform shop or book shop
- Undertaking elementary food preparation and cooking duties, cleaning and tidying the kitchen and its equipment

School operational services level 2

- Performing non-cooking duties in the kitchen including the assembly, preparation and measurement of food items
- Occupation equivalents: non-trade qualified cook, kitchen assistant

School operational services level 3

- Responsibility for operating the school canteen, uniform shop or book shop, including supervision of employees and volunteers;
- Cooking duties including a la carte cooking, baking, pastry cooking or butchery

School operational services level 4

- Performing specialised cooking, butchery, baking pastry and the supervision of the operation (medium or large school**)

Healthy Kids cannot advise at which level your canteen manager should be paid as this is the employers responsibility. The Fairwork helpline can provide and support you with this. They can be contacted on 13 13 94 or go to their website.

Go to www.fairwork.gov.au and follow the 'Finding the Right Pay' link to download a full copy of the award and the Pay Rates Calculator.

** A small school enrolling less than 300 students, a medium school enrolling between 300 and 600 students and a large school enrolling more than 600 students.