

Mission Statement:

To provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modeled.

Position Description – School Café Assistant Chef

Document History	July 2020
Qualifications	Current Working with Children (Blue card) Current Certificate III in Commercial Cookery (or equivalent) and/or proven industry experience
Purpose	Assist the Manager of all Cafés within the College, whilst maintaining a high quality, healthy food selection.
Accountability	Catering Manager
Relates to	Students, Families, Staff, Head of Hospitality, Visitors.
Salary	Per contract
Hours of Work	Full-time, term-time position – 7.00am to 3.00pm Monday to Friday
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• Demonstrate an ability to translate faith into practice• To act always in a manner consistent with the College ethos• Demonstrate an ability to maintain vision and strive for goals• Exercise leadership by acting with integrity, loyalty, honesty.• Demonstrate a level of commitment to maintain personal professional knowledge and skills• Maintain confidentiality• A solid understanding of policies, procedures and regulations• Proven cooking skills and knowledge of food• Proven interpersonal skills – able to develop good work relationships• Computer literate with word processing, database, spreadsheet and internet research• Energy and persistence to see tasks through to successful completion and willingness to work additional hours when necessary• A pleasant personality with a sense of humour and the ability to establish a rapport with students, parents, staff and management
Responsibilities	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable.</p> <p>To support the philosophy, vision, mission and policies of the College.</p> <p>Day to Day Operations</p> <ul style="list-style-type: none">• Preparing food for the tuckshops/cafe and catering• Coffee making• Serving customers• Stocking fridges and food displays• Cleaning• Receiving, and storing deliveries• To provide a friendly and cheerful environment for students and staff• To develop and manage relationships with customers and suppliers• To ensure that the working environment is kept clean and free of hazards• To be acquainted with current regulations relating to Health and Safety at work, food handling and hygiene regulations, fire-fighting equipment and precautions.
Reference Documents	Workplace Health and Safety Manual NCC Enterprise Agreement Staff lifestyle requirements Staff Statement of faith
Appraisal & Review	Based on performance of responsibilities as listed above and will be undertaken with the Café Manager and Finance Manager.