

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### School Café Assistant Manager

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<b>Position Purpose</b>	In support of the mission and vision of NCC the role of School Café Assistant Manager is to assist the Catering Manager, whilst maintaining a high quality, healthy food selection.
<b>Qualifications</b>	Current Working with Children (Blue card) Current Certificate III in Commercial Cookery (or equivalent) and/or proven industry experience Current Food Safety Supervisor Certificate
<b>Accountability</b>	Catering Manager, Head of Business Operations and ultimately the Executive Principal.
<b>Key Relationships</b>	Students, staff, parents, Head of Hospitality, visitors.

#### Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Possess a pleasant demeanour and sense of humour, building rapport with students, parents, staff and management.

#### Professional Competencies

The following professional competencies are essential to this position:

- **Culinary Competence:** Demonstrates proven cooking skills and a solid knowledge base in food preparation, production processes and quality standards.
- **Work Ethic and Resilience:** Shows consistent energy, perseverance and commitment to completing tasks, including the flexibility to work additional hours when required.
- **Digital Capability:** Maintains strong computer literacy across word processing, databases, spreadsheets and online research tools to support efficient operations. **Leadership Support and Respect:** Consistently demonstrates support for leadership by upholding decisions, showing respect in all interactions, and contributing positively to a cohesive and professional team environment.

- Food Safety and Hygiene: Sound working knowledge of food safety standards, hygiene practices and compliance and regulations.
- Interpersonal Skills: Work effectively with staff, students, parents and the wider school community to reflect the college values and beliefs in every interaction.
- Team Collaboration and Culture: Actively supports the café team in a dynamic, fast-paced environment while fostering a positive, respectful and professional workplace culture.
- Decision Making: Ability to assist in making informed decisions regarding menu planning, inventory management and daily operations
- Communication and Customer Service: Effective communication skills and strong focus and commitment to customer service.
- Nutritional Knowledge: Ability to support the development of menus that meet nutritional guidelines and cater for diverse dietary needs, promoting healthy eating.
- Organisation and Time Management: Demonstrate strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks

### Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

#### Assistant Manager

- Lead catering operations in the Catering Manager's absence, ensuring continuity across all functions, including:
  - Delivering catering items to designated Junior and Secondary School locations.
  - Ordering, receiving, and checking stock to maintain adequate supplies.
  - Managing day-to-day staffing requirements to support smooth café and catering operations.

#### Day to Day Operations

- Support the Catering Manager in day-to-day café and catering operations as required.
- Assist with food preparation for café service, and catering activities.
- Prepare and serve coffee to required standards.
- Serve customers efficiently and courteously.
- Restock fridges, displays, and food service areas as needed.
- Maintain cleanliness across all café areas in line with hygiene expectations.
- Receive, unpack, and store deliveries safely and correctly.
- Perform duties across Junior and Secondary Cafés according to rostered requirements.
- Assist with catering tasks including preparation, packing, and delivery of food and beverages.
- Complete weekly cleaning of appliances and equipment.
- Contribute to a friendly, welcoming environment for students and staff.
- Build and maintain positive relationships with customers and suppliers.
- Maintain a safe, hazard-free working environment in support of Catering Manager expectations.
- Follow all Health and Safety, food-handling, hygiene, and emergency procedures.

**Remuneration** In accordance with levels set out in the NCC Enterprise Agreement

**Reference Documents**  
 NCC Child Protection Policy  
 NCC Staff Code of Conduct  
 NCC Enterprise Agreement  
 NCC Staff Dress Code Policy  
 NCC Workplace Health and Safety Policy

**Hours of Work** As per Employment Contract