

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 Kitchen Attendant

Document History	November 2021
Qualifications	Current Working with Children (Blue card)
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	<i>Per agreed roster</i> – hours between 7.30am to 3.15pm 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	<p>Workplace Health and Safety Manual NCC Enterprise Agreement Staff lifestyle requirements Staff Statement of faith</p>
Appraisal & Review	Based on performance of responsibilities as listed above and will be undertaken with the Café Manager and Finance Manager.