

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

School Café Kitchen Attendant

Position Purpose	In support of the mission and vision of NCC by assisting the Catering Manager, whilst maintaining a high quality, healthy food selection.
Qualifications	Food Safety Supervisor Certificate Current Working With Children Check (Blue Card)
Accountability	Catering Manager, Head of Business Operations and ultimately the Executive Principal.
Key Relationships	Executive Principal, Head of Business Operations, staff, students, parents and 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
Professional Competencies	The following professional competencies are essential to this position: • Excellent customer service skills • Possess strong organizational and time management skills, with the ability to prioritise tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks in a fast-paced environment. • Ability to work effectively in a team and contribute to a positive team culture. • An in depth understanding of Regulations for food preparation, food safety standards and WHS within a commercial kitchen. • Strong working knowledge of stock rotation and presentation. • Reliability and punctuality

- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Ability to communicate professionally with staff, parents and students
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Understand the scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Child Safe Organisations Act 2024.

Key Responsibilities

The key responsibilities for this position are detailed below. 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.

Day to Day Operations

- Preparing food for College Café's and events
- Coffee preparation
- Serving customers
- Stocking fridges and food displays
- Cleaning
- Receiving and storing deliveries
- Contribute to a friendly and cheerful environment for students and staff
- Develop and manage relationships with customers and suppliers
- Ensure that the working environment is kept clean and free of hazards

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

NCC Student Safety and Wellbeing
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