



# MARIST COLLEGE ASHGROVE

## ROLE DESCRIPTION

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**POSITION DESCRIPTION:** Catering Services

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**REPORTS TO:** The position holder reports to the Business Manager through the Maintenance and Services Co-ordinator. Immediate supervision is provided through the Head Chef.

**CLASSIFICATION:** Services Staff Level 1

The College Services Staff plays an essential role in ensuring that the facilities and physical environment at Marist College Ashgrove are clean and safe. The Services Staff maintain an ongoing safe, attractive and creative College Campus.

**QUALIFICATIONS:** Junior Certificate or equivalent is the minimum formal qualification for this level. No experience is required.

**COMPETENCIES:** Competency at this level involves application of knowledge and skills to a limited range of tasks and roles. There is a specific range of contexts where the choice of actions required is clear.

Competencies are normally used within established routines, methods and procedures that are predictable. Judgment against established criteria is also involved.

The employee works under direct and/or routine supervision depending on function. Work is intermittently checked, and may be reviewed on completion. Supervision may take the form of general guidance where working in teams is involved and may involve detailed instructions in some situations.

An employee at this level will have no supervisory responsibilities. An experienced employee may assist others by providing peer support in the completion of routine tasks.

**INDICATIVE TASKS:** Indicative duties of an employee at this level include

- Undertaking general waiting duties
- Non-cooking duties in a kitchen or food preparation area
- Preparation of food
- Basic cooking duties
- Responsibility for on-the-job training of kitchen staff of a lower level
- Cooking duties below those of a trade level employee.

**SPECIFIC DUTIES:**

Specific duties of an employee in this position include:

- Service of meals to boys including the plating of meals
- Placing of inserts of hot food into Bain Marie in seniors' dining room (self-serve)
- Placing of inserts of hot food into Bain Marie in supervisors' dining room (self-serve)
- Arrange cold meats, salads and fruits in cold press daily
- Setting up, clearing and cleaning of tables and services areas
- Replacing table linen in all dining rooms
- Cleaning of all dining room and kitchen equipment eg. Bain Marie, toaster, coffee machines etc
- Clean kitchen and food storage areas
- Replenish condiment bottles and containers
- Replenish grocery liners from stores
- Remove all rubbish bins from dining room to outside
- Sweeping of all floors
- Follow correct and appropriate food handling procedures
- Monitor food preparation and supplies
- Maintain kitchen and food storage areas in a clean and hygienic condition
- Ensure cooking utensils and equipment are cleaned immediately after use
- Assist with the preparation of food as directed
- Participate in required training programs
- Identify and report hazards in the workplace
- Meet OHS responsibilities
- Exercise duty of care according to College policy
- Serve at functions
- Other duties as directed.