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<b>Position Description:</b>	<b>Catering Assistant - Tuckshop</b>
<b>Reports to:</b>	Catering Operations Manager
<b>Position Type:</b>	Casual, Term time

## School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

## Position Purpose

The purpose of the Catering Assistant position is to assist in the provision of high quality freshly prepared food and beverage products and provide a high level of customer service in the School's tuckshop.

## Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

## **Key Responsibilities**

- Assist with the preparation of food items using basic menu cards
- Provide front of house service to customers including point of sale
- Maintain a safe and hygienic working environment and follow safe food practices and procedures
- Maintain a high level of personal hygiene and cleanliness and adhere to the schools grooming policy relevant to catering staff
- Maintain temperature logs and basic food documentation as required
- Maintain an awareness of dietary requirements and conditions (ie. food intolerances, allergies etc)
- Basic cleaning duties including assisting with kitchen hand duties as required
- Assist with functions as required
- Contribute to and maintain a supportive work environment with an emphasis on teamwork
- Participate in school training days and on the job training

## **Ensuring the School's ethos and values are reflected in the employee's manner**

- Reporting matters relating to child protection directly and immediately to the Principal
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

## **Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**

### **Student Protection**

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

### **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

## **SELECTION CRITERIA**

- Demonstrated experience in a coffee shop, tuckshop, canteen or similar environment including the use of a point of sale
- Ability to assist in the preparation of food items using basic menu cards
- Ability to prepare basic sandwiches and carry out portioning of products
- Good communication and interpersonal skills
- Customer service driven with a strong focus on providing exceptional customer service
- Ability to work proactively and supportively within a small team
- Flexibility to work morning or afternoon shifts and to assist with functions outside normal rostered hours
- Adaptable and flexible to proactively react to differing situations which come up day-to-day
- Experience with basic stock control, stock rotation and simple food storage procedures
- Willingness to support the School's core values and Anglican ethos

## **IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS OR BE ELIGIBLE FOR A POSITIVE NOTICE BLUE CARD FOR CHILD RELATED EMPLOYMENT**

*St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.*