



St Aidan's Anglican Girls' School

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Position Description	Catering Assistant
Reports to	Operations Manager
Key Liaisons	Catering team members, Finance
Contract	Term-time (Teacher Days)
Last Updated	May 2023

Vision, Mission and Values

Our Vision

St Aidan's nurtures each student's personal aspirations within a vibrant learner-centred community.

Our Mission

St Aidan's strives to provide excellence in education, in a caring, friendly environment, where each individual, nurtured and shaped by the values of the Christian Faith, has the opportunity to achieve her full potential and to develop a passion for life and for learning.

Our Values

Our focus is to develop and promote authentic, caring, confident, creative and connected women who value reason, imagination, truth, compassion and responsibility.

Position Overview

The purpose of the Catering Assistant position is to assist in the provision of high quality, freshly prepared food and drinks whilst providing a high level of customer service in the School's tuckshop known as Ptula's and the O2 Café.

Responsibilities and Accountabilities

- Assist with the preparation of food items under the guidance of the Catering Operations Manager
- Assist with the preparation of drink orders under the guidance of the Barista
- Provide front of house service to customers
- Maintain a safe and hygienic working environment and follow safe food practices and procedures
- Maintain a high level of personal hygiene and cleanliness
- Maintain temperature logs and basic food documentation as required
- Maintain an awareness of dietary requirements and conditions (i.e. food intolerances, allergies etc)
- Basic cleaning duties including ensuring all school kitchens are clean, stocked and organised
- 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

Position Requirements

- Demonstrated experience in a coffee shop, tuckshop, canteen or similar environment including the use of a register
- Demonstrated experience in the use of a coffee machine and ability to prepare a range of coffee products
- Ability to assist in the preparation of food items under guidance
- Ability to receive verbal orders from customers and fulfil orders in a timely manner
- Good communication and interpersonal skills
- Customer service driven with a strong focus on customer relationships
- Ability to work within a small team
- Ability to cope with change and be versatile
- Ability to work unsupervised
- Experience with basic stock control, stock rotation and simple food storage procedures
- Willingness to support the School's core values and Anglican ethos

Commitment to safety, welfare and wellbeing of students

- Be informed of responsibilities in relation to student protection, including but not limited to, attending all mandatory Student Protection training and being familiar with relevant school policies.
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge and staff ID 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).

Commitment to Work Health and Safety

- Report any hazards or potential hazards immediately. Eliminate or Isolate the hazard if it is safe to do so.
- Report any accidents involving students, staff or visitors.
- Cooperate in any emergency drills and safety audits.
- Undertake Work Health and Safety training as required.
- Follow all safety policies, procedures and instructions.
- Lodge risk assessments for all external and internal risk activities.
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards for example electrical appliances to be tagged and tested before use.

General

- Participate in the performance review process.
- Participate in staff meetings, mandatory training and professional development as required.
- Other relevant and reasonable duties as required.
- maintain a degree of flexibility in working hours from time to time as required for the position

- assist and relieve in other positions from time to time

Other Requirements

- An ability to hold a Working with Children – Blue Card as issued by the Queensland Government
- An ability to hold a current Senior First Aid Certificate.

This position involves working with children. All position holders will be subject to a gaining and maintaining satisfactory employment screening for child related employment in accordance with legislation and school policies.