



Position Title:	Catering Assistant
Prepared:	February 2020
Reports to:	Catering Manager
Prepared by:	Head of Human Resources

Position Purpose

The Catering Assistant is a key role that holds primary responsibility for the delivery of food services to the students and staff daily within the catering department operations.

This will include being available for evening functions as rostered.

Position Status

The position is available on both a casual or contract or permanent part time basis, during College deemed staff term time dates which includes student free conference days and preparation days.

The status of the role is as per the individual contract.

The start date of this position is as soon as practical.

Reporting Relationships

The Catering Assistant reports to the Catering Team leader in the area they are working, then to the Catering Manager and ultimately the Principal.

Duties & Essential Job Functions

- Ensure appropriate standards of food handling, personal hygiene and kitchen hygiene.
- Undertake daily cleaning and maintenance of cafeteria and kitchen equipment.
- Assist with fulfilling catering requirements for all functions that are required by the College, including some evenings.
- Assist with ensuring all food items produced and delivered from the kitchen and cafeteria are fresh and of a high quality.
- Work as a team to ensure the efficient running of the cafeteria and kitchen.
- Customer service – Interaction with all staff, students and community members is in a courteous and friendly manner.
- Current cafeteria opening hours are
 - Middle School - 7.30am to 4.30pm Monday to Thursday and 7.30am to 2.00pm Friday.
 - Senior School - 7.30am to 2.00pm Monday to Friday.
 - A roster is prepared by the Catering Manager to ensure cover of these times

- The following duties are part of the cafeteria rosters
 - Morning - Serve breakfast to order and prepare and sort all food ordered through Flexischools.
 - Prepare and make all takeaway lunches as required daily.
 - Prepare all food ready for both recess and lunch breaks. This includes heating food at an appropriate time.
 - Merchandising – ensure all stock is appropriately replenished and rotated as required and that the cafeteria is kept tidy and appealing to customers.
 - Afternoon (Middle School Cafeteria) – Includes preparation for the following days requirements.
- Any other tasks as deemed appropriate.

Knowledge, Skills & Qualifications

- Experience in and /or knowledge of large industrial kitchens
- Possess a solid knowledge of food handling and safety
- Demonstrated ability to prioritise and multi-task
- Ability to work accurately and with minimal supervision
- Food Handler’s certificate
- Current Employee Working With Children’s Check
- Barista experience highly regarded
- RSA, preferred but not essential

Risk Management, Health & Safety

- Adhere to and implement all working practices and procedures with all College policies.
- Monitor and take full care of health and safety of self and others.
- Participate, where required, in the resolution of safety issues.
- Ensure familiarity and compliance with the College’s Child Safe Policy and Code of Conduct.
- The following safety protocols must be observed;
 - Fully enclosed flat shoes or safety shoes must be worn
 - Safety wet floor signs are to be used when spills or water is on floors
 - Trolleys are to be used when moving items
 - Adhere to chemical safety requirements
 - Correct usage and cleaning of slicing machine and other equipment

- When lifting heavy objects assistance must be sought
- Broken glass or ceramics, and open tins and lids are disposed of appropriately and never placed in kitchen garbage bins
- Safety mats to be on the floor at all times during work hours
- Safety gloves/mitts to be used when handling hot trays
- Knives to be kept in appropriate storage areas and used correctly
- Identify and notify any hazards or broken equipment
- Uniforms and aprons are clean and worn during work hours

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.