Caroline Chisholm Catholic College Position Description – Cafeteria Assistant

**CLASSIFICATION: School Services Officer**

**REPORTS TO: Principal via Cafeteria Manager**

The Cafeteria Assistant’s key role is providing support and service to the Cafeteria and Cafeteria Manager across both campuses. The Cafeteria Assistant works in a team environment alongside the Cafeteria Manager and College staff.

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| **Duties** |
| Specifically, the duties include;   * Provide a healthy cafeteria for all staff and students, including daily breakfast, recess, and lunch * Ensure a high standard of cleanliness and hygiene is maintained in the cafeteria * Assist with daily morning teas, lunches and afternoon teas for day-to-day meetings and events * Assist with College events; Graduation, Evening of Excellence, Professional Learning Days, Board meetings, Parent teacher interviews, Information Nights, Sports and Athletics Days and any other major college events * Prioritise work to ensure key events are always organised * Assist after hours for College events when required * Assist with ordering as required * Work across both Cafeterias (204 & 65) * Assist with staffroom upkeep and amenities * Maintain good working relationships with staff and external clients * Maintain cool rooms and fridges well-stocked, clean and organised * Keep abreast of College software / data packages  **Occupational Health and Safety**  * Ensure a safe workplace by actively following Occupational Health and Safety legislation and Food Handling Act * Ensure safe work practices * Use safety equipment and personal protective equipment provided * Maintaining a safe menu and meet legislative requirements   **Team Culture**   * Positively contributes to building effective team culture * Positive assistance to team members and other teams to successfully achieve tasks within time frames |
| Key Performance Indicators |
| * Ensure the cafeteria provides a high level of customer service * Ensure the cafeteria is kept clean and meets OH & S legislation * Preparation of food in accordance with the Food safety Handling Act |
| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.  Other duties as directed by the Principal |
| Selection Criteria |
| * A commitment to Catholic Education * Excellent customer service skills * Experience in the Food/Catering Industry * Food handling certificate I – II/Food Supervisor Certificate * Experience in working in a school environment desirable, but not essential * Knowledge of Windows based computer applications * The ability to work under pressure with accuracy * Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines * Ability to exercise high work ethics * Ability to work under limited direct supervision and to exercise discretion within established work practices * Experience in working within a team environment * Holds valid Working with Children Check * National Police Check |
| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role. |
| Caroline Chisholm Catholic College Child Safe School |
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