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
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| 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
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| 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
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| 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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