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Position Title:	Catering Assistant
Prepared:	March 2024
Reports to:	Catering Manager
Prepared by:	Director of Human Resources

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### Position Purpose

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

This may include being available for evening functions as rostered.

### Position Status

As per contract of Employment; casual, fixed term or permanent. Hours worked are during College term time, therefore access to all school holiday breaks.

### Reporting Relationships

The Catering Assistant reports to the Catering Manager and then to the Director of Human Resources, and ultimately to 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 cafeterias are fresh and of a high quality.
- Work as a team to ensure the efficient running of the cafeterias.
- Customer service – Interaction with all staff, students and community members is in a courteous and friendly manner.
- Current cafeteria opening hours are 7.30am to 2.00pm Monday to Friday.
- Tasks included, but not limited to:
  - Morning - Serve breakfast to order and prepare and sort all food ordered through FlexiSchools
  - 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.
- Preparation for the following days requirements.
- Any other tasks as deemed appropriate.

### Knowledge, Skills and 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
- Barista experience highly regarded
- RSA, preferred

### Risk Management, Health and 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.
- 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

### Qualifications and Experience

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

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be 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, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## 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.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - 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.