

## Job Description – Café Assistant

### Main Purpose of the Job:

The Café Assistant is responsible for assisting with the preparation and serving of food to the College community. This role also includes basic administrative duties.

### Reporting and Interpersonal Relationships:

This position reports to the Director of People Operations and is part of the Cafe Team.

### Key Responsibilities:

1. Receive orders and process payments;
2. With the Café Convenor, order supplies;
3. Assist customers in placing orders for food and drinks, both directly and online through Flexi-schools;
4. Observe a high standard of food, equipment, and personal hygiene;
5. Maintain hygiene in the café following Cairns Regional Council Regulations;
6. General cleaning duties including but not limited to, packing and unpacking the dishwasher, wiping down benches, shelves etc;
7. Conduct temperature control checks;
8. Assist with
  - a. food preparation, including but not limited to fresh fruit salad, toasted sandwiches and wraps, etc,
  - b. stocking pie warmer with hot food,
  - c. restocking fridges and freezers,
  - d. receiving and checking deliveries,
  - e. processing/bagging café orders,
  - f. any other duties as requested by the Café Convenor;
9. At the end of each school Term assist the Café Convenor in undertaking a stocktake of all items within the café;
10. Assist the Café Convenor to use up all stocks by the end of the school year;
11. Assist with end of Terms and end-of-year clean-up;
12. Contribute to the health and safety of students;
13. Contribute to the overall teamwork and support of the staff;
14. Participate in workplace safety procedures;
15. Attend meetings and professional development as required;
16. Perform duties in a manner that is without an unacceptable level of risk to their health and safety, other employees, students, or the College community in general, making risk prevention a priority;
17. To the best of the employee's experience and knowledge, provide risk management information, as requested by your supervisor;
18. Report any illness, injury, hazard, near miss, or incidents and losses as soon as they are detected using the College's WHS reporting system;
19. Maintain knowledge of the school's emergency procedures and follow them when required;
20. Assist other members of the café team when required;
21. Any other duties as designated by the Principal.

All members of staff at Freshwater Christian College are expected to:

22. Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
23. Demonstrate an awareness of and commitment to the College's mission, vision and values;
24. Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;

25. Contribute to a pleasant work environment;
26. Abide by the Statement of Faith, Code of Conduct, and all other College Policies at all times;
27. Remain up to date with any changes to the Staff Handbook and any other College Policies;
28. Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
29. Maintain an understanding of the Workplace Health and Safety Standards of the College;
30. Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals;
31. Carry out other duties from time to time as required.

**Selection Criteria:**

1. Be able to sign and abide by the College's Statement of Faith;
2. Be able to abide by the Staff Code of Conduct at all times;
3. Be reliable and honest;
4. Ability to work with all members of the College community (teaching and non-teaching staff, parents, students, visitors, and valued volunteers) both individually and as a member of a team;
5. Ability to work in a small team;
6. Have good communication skills;
7. Ability to work across a wide range of tasks and to prioritise appropriately in a busy environment;
8. Ability to use Google Suite (Gmail, Google Docs, Google Sheets);
9. Hold a current food safety/handling certificate;
10. Hold or be able to obtain a positive notice (Working with Children Check) Blue Card;
11. A willingness to assist in extra-curricular activities after normal working hours.

Highly Regarded:

12. Previous café, retail, or commercial food experience.

**Status:**

Permanent Term Time – 8.30 am to 2 pm Mondays to Wednesdays during school terms and staff professional development weeks.

**Probationary Period:**

Six months from the start date of employment.

**Salary and Conditions:**

As per the Educational Services (Schools) General Staff Award 2020, based on qualifications and previous experience.

**Note:**

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

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Version	v1.5	Authorised by	Director of People Operations
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