

## POSITION DESCRIPTION

**Title:** Café Assistant  
**Reports to:** Food Services Manager  
**Date:** March 2024

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy and a Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

## POSITION OBJECTIVES

The Café Assistant is integral to assisting the day-to-day operations of the Café, in conjunction with the Food Services Manager and under the guidance of the Principal, using established routines, methods and procedures.

- The Café Assistant must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.
- The Café will operate each day that students are at the College, or as agreed by the Principal and her delegate.
- The Café Assistant's hours of work are Monday to Friday 10.00am to 2.00pm on school days.

The Café Assistant must show a commitment to the success and wellbeing of Genazzano, its students, staff and the wider community.

### **KEY RESPONSIBILITIES**

- The specific duties of the Café Assistant include:
- Competent in the use of operating and cleaning a coffee machine.
- Knowledge of menu items.
- Assisting in food preparation and quality control
- Serving of menu items, restocking of inventory
- Register Pos operation, cash handling
- Cleaning and end of day pack up procedures

Any other duties as directed by the Principal.

### **ACCOUNTABILITY**

- The Café Assistant is accountable to the Food Services Manager
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer.
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Chief Operating Officer.

### **SKILLS AND EXPERIENCE REQUIRED**

- Proven working experience as a Café Assistant
- A welcoming, friendly and polite manner.
- Good customer service skills.
- The ability to work as part of a team.
- High standards of personal hygiene.
- Ability to work under pressure.
- Ability to spot and resolve problems efficiently
- Working knowledge of various computer software programs (MS Office, POS)
- Highly developed communication skills

### **REMUNERATION AND CONDITIONS OF EMPLOYMENT**

- Benefits of the Catholic Education Multi Enterprise Agreement 2022 will be applicable
- The position is classified as a School Services Officer Category B and has all school holidays as paid leave
- The successful applicant will be expected to hold a current Working with Children Clearance, Police Check and adhere to College Policies.