



Marist-Sion College – Warragul

Position Description

College Café Assistant

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Objective</p>	<p>The College Café Assistant/s assists the College Café Manager with the day to day operation of the College Café.</p> <p>The College Café Assistant is appointed by the Principal, employed by Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the College Café Manager. The role is required to undertake a broad range of tasks to support the needs of Marist-Sion College.</p> <p>FTE & Position Type: Part time and ongoing <i>(Casual – Various under Category A Schedule)</i></p> <p>Employment Category: Category B - Education Support Employee</p> <p>Classification Level: Level 1</p> <p>Salary Range: \$51,111 - \$54,304 (Full Time Equivalent)</p> <p>Campus Location: Warragul</p> <p>Award: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: College Café Manager</p> <p>Direct Reports: Nil</p> <p>Internal Liaisons: Facilities Manager, Administration Team, Students, Teachers and College Staff.</p> <p>External Liaisons: Members of the College community and General Public.</p>

STATEMENT OF DUTIES

Responsibilities	<ul style="list-style-type: none"> • Assist with day-to-day operation of the café services. • Maintain a safe work environment in accordance with Work Health Safety Act. • Preparation and cooking of meals. • General cleaning and maintaining of a hygienic kitchen. • Serving customers - visitors, staff and students. • Maintaining and balancing of financial transactions. • General hospitality tasks as requested by College Café Manager.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be open to professional development in your area of work. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue to develop ICT skills on platforms to support work.
General Duties	<ul style="list-style-type: none"> • Support the Catholic Identity of the College. • Understand the relevant compliance imperative. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Assist with disaster response such as test evacuations and lockdowns. • Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal. • Demonstrate professional and collegiate relationships with colleagues. • Other duties as directed by the Principal.
Skills/Attributes	<ul style="list-style-type: none"> • Integrity and professionalism. • Ability to build rapport and maintain positive relationships. • Honesty, reliability, commitment and good work ethic. • An understanding of health and safety and hygiene in a kitchen environment. • Ability to competently follow instructions and meet deadlines. • Ability to prioritise and meet deadlines and problem solve. • Competent cooking skills.

Selection Criteria

College Café Assistant

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Commitment to Child Safety	<ul style="list-style-type: none">Experience working with children.A demonstrated understanding of child safety.A demonstrated understanding of appropriate behaviours when engaging with children.Be a suitable person to engage in child-connected work.A demonstrated understanding of Mandatory Reporting.Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">Food Safety Certificate.Experience in the provision of catering for events and/or barista experience highly regarded.A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary). <p>Desirable:</p> <ul style="list-style-type: none">Food Industry or related (nutrition, dietitian) qualification will be desirable.Proven experience in the hospitality industry.
4. Competent cooking skills	<ul style="list-style-type: none">Understanding of OHS within a café/kitchen environment.Ability to adhere to correct cooking methods and procedures.
5. Provide Service Excellence	<ul style="list-style-type: none">Excellent customer service skills when working with staff, students, visitors and the wider College community.
6. An ability to work collaboratively within a team.	<ul style="list-style-type: none">Ability to contribute positively within a team environment.