

Cafe Assistant

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

Expectations of Staff in a Child Safe School

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

La Strada Cafe Team

The College Cafe Assistant has an integral role to play alongside the Cafe Manager in providing efficient food service management at the College Cafes and the catering services, when required. The Cafe Assistant works closely with the Cafe Manager to provide food and beverage services at College cafes for students and staff.

The Position

The Cafe Assistant assists the Cafe Manager in taking responsibility for the day-to-day operations of the College cafes. The Cafe Assistant reports to the Principal via the Cafe Manager.

Key Responsibilities and Duties

- Ensuring that this role is characterised by an atmosphere of welcome, warmth and hospitality for students, staff, parent volunteers and other members of the College community.
- Always ensuring a public relations focus on service to staff and students attending to their needs and promoting the College positively on all occasions.
- Ensuring a pleasant working environment for the parent volunteers.
- Ensuring that systems are followed to ensure the smooth operation of food preparation in a hygienic environment.

- Assisting with daily record keeping as deemed necessary by the health and safety regulations and as directed by the Cafe Manager.
- Ensuring the cleanliness and hygiene of the kitchen production and service areas.
- Following school policies and procedures.
- In consultation with the Cafe Manager, prepare menu items and fulfill catering requests.
- Ensuring that appropriate prevention strategies are put in place to minimise the occurrence of anaphylaxis for students, staff or parents at risk.
- Assisting the activities of volunteers and other staff assisting in preparing and serving food.
- Taking responsibility for compliance with health and safety guidelines for food handling as required by the College Food Handling policy and the requirements of the local council.
- Ensuring that the relevant cleaning (daily, monthly or quarterly) is carried out as required.
- Ensuring that the correct food and hygiene practices are observed to prevent food contamination and spoilage.
- Assisting the Cafe Manager with ordering and delivery of food items for special events (eg. sausage sizzles, BBQs, orientation days) ensuring that appropriate measures are taken to provide safe transport and storage according to food handling regulations.
- Any other duties as requested by the Director of Business Operations or Principal.

Experience and Qualifications

The Cafe Assistant will be required to have a current Working with Children Check. The successful applicant is required to have or be working towards the following competencies/qualifications.

- Food safety supervisor qualifications (SITXFSA005 and SITXFSA006)
- First Aid qualifications (particularly in Anaphylaxis management)

The Cafe Assistant should have relevant experience in the development and preparation of food items and menus with a demonstrated ability in working with food. The role requires the Cafe Assistant to demonstrate clear communication skills, initiative, the ability to work under pressure, and work independently and as part of a team. The Cafe Assistant will establish and maintain excellent interpersonal and working relationships with the Cafe team and volunteers. The role requires a genuine commitment to the College community.

The Cafe Assistant will require flexibility to contribute to all elements of the Cafe experience including Barista and Point of Sale assistance. The Cafe Assistant will require a willingness to learn new systems and will be required to work with a high degree of accuracy.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. This is a casual Schools Services Officer Category D role under the CEMEA 2022 with the level dependent on skills and experience.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.