



# Sheldon College Position Description



## Café 97 & Barista Attendant

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| <b>Department:</b>     | Catering, Functions and Events |
| <b>Reports to:</b>     | Catering Manager               |
| <b>Responsible to:</b> | Principal                      |

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### About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our staff are our most valuable investment. Every member of our team plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of *Love, Laughter and Learning*. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world". This role is a key stakeholder in the College realising that mission.

### Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.





## Position Overview

The College provides an exceptional standard of in-house catering in our on site café - Café 97. Our staff, student and parent café also caters for internal and external events managed through our large scale Events Centre.

The Café 97 Attendant & Barista works closely with the Catering Supervisor and Sous Chef under the guidance of the Catering Manager to provide high quality customer service and efficient, delicious food and coffee service for staff, students and events and contributes to the effective operation of the kitchen.

## Duties and Responsibilities

The duties performed by the Café 97 Attendant & Barista are:

- Customer service that is very friendly and efficient and reflects the values and culture of the College;
- Ensure that high standards of service and a clean, safe and tidy working environment are maintained at all times;
- Ensuring that food wastage is kept to a minimum;
- Work to operating procedures;
- Supporting Café 97 Supervisor and Chefs with set up of food stations for Morning Tea and Lunch
- Barista Coffee making;
- Serving customers via electronic POS system;
- Handling cash and EFTPOS transactions;
- Cashing off and end-of-day balancing
- Basic food handling and ensuring food safety standards are upheld;
- Restocking/organising of food displays
- Cleaning work area and utensils and completing kitchen steward duties eg washing up.
- Undertake any other duties as may reasonably be requested to suit the operational needs of the business.

## Required Skills and Experience

- Barista experience essential;
- Experience with Cash handling and POS experience in a fast paced environment;
- Knowledge or certification in Food Safety;
- Demonstrated high level of communication and customer service skills providing excellence in service;





- Hospitality and food preparation experience favourable;
- Potential to assist in kitchen depending on experience and event needs;
- A self-motivated and proactive, solution focused approach;
- High professional and ethical standards;
- Ability to liaise with internal and external stakeholders;
- Must be customer-focused, reliable, and love to work in a team;
- Excellent organisation, attention to detail and time management skills;
- Ability to manage and prioritise a diverse workload and meet deadlines;
- Capability to work autonomously as well as contribute to harmonious working relationships within the team;
- Ability to obtain a Queensland Blue Card (Working with Children Check).

### **Child Safety and Wellbeing**

- Eligibility to hold a Working with Children Blue Card or equivalent is essential or Registration with the Queensland College of Teachers (QCT).
- Demonstrated understanding of child safety, wellbeing and duty of care responsibilities.
- Ability to comply with and uphold the College's Child Safety and Wellbeing policies and procedures.
- Completion of mandatory Child Protection and Child Safety and Wellbeing training.

