



POSITION DESCRIPTION

Title: Café Assistant
Reports to: Food Services Manager
Date: 2022

Genazzano FCJ College is a Catholic College with a long tradition of academic excellence and pastoral care. Innovative learning programs are offered for Early Years learning (open to 3 and 4 year old boys and girls) with a focus on girls' education (Prep to Year 12) and a Boarding option for students (from Year 7).

Reflecting the ideals and values of FCJ education, Genazzano aims to promote the spiritual, moral and academic formation of its students so that they develop into women of faith and strength with capacity to provide leadership in the broader community. We aspire to the pursuit of excellence in all areas of College life.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of life-long learning and quality relationships between staff, students and parents.

The Café Assistant reports to the Food Services Manager.

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 Chief Operating Officer, 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 10.30am to 2.30pm 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:

1. Competent in the use of operating and cleaning a coffee machine.
2. Knowledge of menu items.
3. Assisting in food preparation and quality control
4. Serving of menu items, restocking of inventory
5. Register Pos operation, cash handling
6. Cleaning and end of day pack up procedures
7. 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

- Classification under the Victorian Catholic Education Multi Enterprise Agreement 2018 School Services Officer Category D Level 2 – 1
- Benefits of the VCMEA 2018 will be applicable to the role
- The successful applicant will be expected to hold a current Working with Children Check, Police Check and adhere to College Policies.
- Paid school holidays