



MACQUARIE COLLEGE Seventh-day Adventist Schools (NNSW) Ltd

Food Services Assistant Job Description

Context

Macquarie College is a Seventh-day Adventist integrated Pre-School to Year 12 coeducational campus. It is renowned for its high academic standing, its cultural and sporting pursuits and disciplined learning environment. The high priority given to Christian values and student welfare and the open and natural setting of the College makes it a highly desirable centre of education and learning.

In keeping with the unique character of the College, staff members, both part-time and full-time, are expected to have regard for the Adventist faith, practice and culture. It is desirable that the appointee would be a practicing Christian and have an understanding of the philosophy and practice of Christian education and uphold the values and practices of the Seventh-day Adventist Church in their employment.

Position: Part time ~ Tuesday and Friday 8.00am to 3.30pm during term time.
Extra hours as required.
Stand down during school holidays.

Reports to: Food Services Co-ordinator
Business Manager and Principal

Direct reports: Works with a small team of parent volunteers

Remuneration: In accordance with the Support and Operational School Staff Enterprise Agreement 2018-2021 (Seventh-day Adventist Schools (NNSW) Ltd).

Employment Conditions:

Employment at the college is subject to, and inclusive of, the following conditions:

- A successful 'Working With Children Check' prior to commencing employment
- A three month probationary period

- An annual review with the reporting supervisor
- Adherence to the Staff Code of Conduct
- Adherence to Food Handling and WHS requirements
- Annual leave to be taken preferably during December-January recess. Stand-down provision apply during Term Breaks
- Other conditions as determined by the terms of the Support and Operational Enterprise Agreement and applicable College policies.
- 3-monthly reviews of work performance with the line supervisor.

Position Summary

Macquarie College Food Services Department is responsible for the operation of the College Canteen and for the delivery of catering services for College functions and events. The College aims to offer a high quality vegetarian menu, according to the College philosophy and policies, and in keeping with healthy food guidelines. The Canteen Assistant position assists the Food Services Coordinator in delivering a high standard of food services to meet the needs of students and staff at the College and assists in the business operations as well as the catering needs, working with the Manager and a small team of volunteer staff.

Duties

Duties include, but are not restricted to:

- Assist in the daily food preparation tasks to provide a high level of food service to the College community.
- Follow correct food handling and hygiene practices to prevent food spoilage and contamination.
- Assist in the cleaning responsibilities of the canteen in carrying out daily functions (e.g. dusting of shelving and stock, wiping down benches, cleaning of all equipment and fixtures).
- Assist with the receiving, counting and recording of the daily takings through the EFTPOS system.
- Assist the Food Services Coordinator with food preparation for catering requirements as requested by the Principal or his delegates for College meetings, guests and visitors, and/or special events.
- Work in harmony with the Canteen Food Services policy.
- Assist in the responsibility for ordering, purchasing and checking all supplies against invoices and delivery dockets.
- Assist in the responsibility of ensuring that any cleaning related to the main function of the canteen is carried out daily (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures).
- Assist in ensuring that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on a daily basis.
- Contribute to a pleasant and friendly environment for the paid and volunteer staff.

Relationships to Colleagues, Parents and Students

All staff are expected to:

- Maintain a professional and collegial relationship with colleagues, parents and students
- Follow line management
- Work independently and as part of a team
- Contribute to maintaining a positive and effective team and working environment within the College by engaging and communicating with staff to keep them up to date.

Workplace, Health and Safety Responsibilities

- Participate in the development of a safe and healthy workplace
- Comply with instructions given for the safety and health of the worker and of others, in adhering to safe work procedures and duty of care
- Co-operate with the College management in its fulfilment of its legislative obligations
- To report any injury, hazard or illness immediately, where practicable to their supervisor
- Not place others at risk by any act or omission
- Not willfully or recklessly interfere with safety equipment.

SELECTION CRITERIA

Essential

- Certificate in Hospitality or Food Preparation or equivalent
- Food Safety Certificate
- Knowledge and experience in food preparation in a commercial environment
- Knowledge of vegetarian cooking and catering for special dietary requirements
- Experience in managing all aspects of a small business including accounts and rostering
- Able to give directions and manage a team environment
- Ability to work under pressure and to strict timelines.
- A friendly and co-operative outlook, able to relate to students, staff and volunteers in a positive manner.

Desirable

- Experience as a Cook in a retail establishment
- Current First Aid Certificate.

Applications close 4 pm, 12 October 2018

- Written applications must be forwarded to The Principal, Macquarie College, PO Box 517, Wallsend, NSW, 2287 or employment@mc.nsw.edu.au
- Applications must be marked confidential and quote the position title;
- Provide a supporting statement addressing the essential and desirable criteria as detailed in the position description;
- Provide a CV showing qualifications and experience, and the contacts of three referees.

For further enquiries contact Denise Riley: driley@mc.nsw.edu.au or phone 02 4954 6222.

For further information about the College: www.macquariecollege.nsw.edu.au