



## Role Description

**Title:** Catering Assistant

**Reports to:** Catering Manager

**Classification:** Services Staff: Retail, Level 3

### 1.0 Purpose

The Catering Assistant works under the general supervision of the Catering Manager and assists in the efficient operation of the College catering services in accordance with the School's policies and procedures.

### 2.0 Experience and qualifications

#### Essential

- Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- Demonstrated ability to prepare and cook basic meals, food items and snacks for both boarding and day students.
- Well-developed interpersonal, oral and written communication skills
- Demonstrated ability to plan, organise and conduct the day-to-day operations in accordance with policies and procedures.
- Experience working with the Microsoft suite of products.
- The ability to work as part of a team and the ability to relate well to students and volunteers.
- Demonstrated knowledge of nutritional requirements of school aged students.
- A current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement.
- Empathy with the values and ethos of the Catholic faith.

#### Desirable

- Food safety knowledge and experience
- DoFoodSafely training
- Infection Control Skill Set (Food Handling) training

### 3.0 Key result areas

3.1 Assist with the daily operation of catering services under the supervision of the Catering Manager.

3.2 Comply with all Work Health and Safety policies and safe work procedures.

3.3 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the school and Diocese of Toowoomba Catholic Schools (TCS).

3.4 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

## 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

# Duties Statement

## Catering Assistant (Level 3)

### **3.1 Assist with the daily operation of the kitchen under the general supervision of the Catering Manager.**

- Assist with the opening and set-up of the Kitchen and service area and boarding food services as directed by the Catering Manager.
- Assist with maintaining adequate stock levels to meet daily and weekly menu requirements; including the ordering, receiving, storing and stocktake of stock, under the general supervision of the Catering Manager.
- Assist with the preparation of food according to the Catering Manager's instructions and the daily menu.
- Carry out food services where the Catering Manager is not rostered to work.
- Ensure correct food and hygiene practices are observed at all times.
- Assist with food sales and service, ensuring a high level of customer service.
- Assist with handling of money; including preparing a cash float, counting, balancing, recording and delivering daily takings, as directed by the Catering Manager.
- Maintain the security of the catering kitchen, as directed by the Catering Manager.
- Daily cleaning and tidying of the catering kitchen, as directed by the Catering Manager.
- Contribute to a positive team culture and assist other team members and volunteers as required.

### **3.2 Comply with all Work Health and Safety policies and safe work procedures.**

- Contribute to the health, safety, and welfare of others in the kitchen and service area.
- Assist with maintaining the kitchen and service area in an orderly and safe condition at all times under the general supervision of the Catering Manager.
- Immediately record and advise the Catering Manager of any potential or actual hazards; record and notify the Catering Manager of any injuries or dangerous incidents.

### **3.3 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the school and Diocese of Toowoomba Catholic Schools (TCS).**

- Contribute as a member of the school to achieve the strategies set out in the school strategy and TCS Strategic Plan.
- Participate fully in annual goal setting, monitoring and review of performance in collaboration with the principal.
- Attend professional development as appropriate.
- Document and report on the progress of strategies and initiatives in the school strategy and TCS Strategic Plan as required.

### **3.4 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.**

- Duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with school strategies, TCS Strategic Plan or other directorate strategies.