



THE KING'S SCHOOL POSITION DESCRIPTION FOR CANTEEN ASSISTANT SUPERVISOR

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

ROLE PURPOSE

The King's School operates two canteens on each Saturday during the School term when sport fixtures include "home games". The Canteens (known as "the Doyle" and "the White") are an important component of The King's School community engagement strategy providing both an important service to sporting teams and spectators on game days, but also a critical opportunity for the King's School Family and Friends Association (TKSFAFA) to engage with the King's School Community through volunteer support.

It is the responsibility of the Canteen Assistant Supervisor to run the canteen efficiently within the guidelines set by the School (and conveyed via the Canteen Supervisor). The Assistant Supervisor must ensure that safe and appropriate practices are followed in relation to hygiene, food safety, workplace health and safety, child safety, and School policies and procedures.

PRINCIPLE ACCOUNTABILITIES

- Assist in the preparation and delivery of the food service as required
- Provide assistance to the Canteen Supervisor and volunteers to ensure the delivery of reliable food service to the school community
- Use food preparation and food handling skills to minimise waste, ensuring effective recording of wastage and sorting and disposing of rubbish and recycling
- Manage and rotate stock including preparation of weekly stocktakes

- Greet volunteers and provide the required induction to the canteen at the beginning of each volunteer shift
- Set up the canteen prior to opening including signage, coffee machine, BBQ, cake display, drinks, ovens, pie warmers
- Prepare and serve hot and cold drinks such as coffee, tea, hot chocolate
- Clean and sanitise work areas, utensils and equipment
- Wash and clean all utensils, dishes, pots and pans and ensuring they are stored properly
- Support the Canteen Supervisor (without having the responsibility for managing the process) with:
 - the training of volunteers in food preparation and other procedures to deliver an affordable food service to the school community
 - counting, recording and reconciling the daily takings according to The King's School policy for the safe handling of money
 - the health, safety and welfare of others in the canteen according to WH&S legislation
 - ensuring the arming of security alarms, locking of all doors and windows and switching off of all appliances (except refrigeration units) are completed at the end of the day
- Clean food preparation equipment, floors and other kitchen tools and areas
- Follow food safety handling instructions to ensure that correct food handling and hygiene practices are performed to prevent food spoilage and contamination
- Ensure that entry to the canteen is restricted only to those who are authorised and
- Maintaining a pleasant working environment for all
- Ensure that students are treated with respect and dignity and reporting any issues to the Canteen Supervisor
- Undertake other duties as directed within the limits of the Canteen Assistant's skills, competence and training as directed by the Canteen Supervisor

GENERAL REQUIREMENTS

General requirements include:

Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.

Support and advance the values of the School as a community that seeks to promote:

- Humility
- Honesty
- Respect
- Responsibility
- Integrity
- Compassion
- Excellence
- Gratitude

Model Christian character and good moral behaviour.

Demonstrate advanced communication and inter-personal skills.

Create a productive work environment where staff and students are valued and respected.

Contribute to the collegiality of the team.

KEY RELATIONSHIPS

The Duty Assistant Supervisor Reports to the Canteen Supervisor and has responsibility for the operations of the canteen they are assigned to operate on each game day. The Duty Assistant Supervisor will be required to provide direct customer service (preparing food and serving customers) and also supervise the activities of the parent volunteers who will be assisting on a rostered basis.

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE:

Experience

- Relevant Food Handling and Barista Skills highly desirable
- Experience working in Hospitality
- A requirement to hold or be capable of acquiring a valid Working With Children Clearance is a mandatory pre-requisite

Attributes

- Personable, enthusiastic, flexible and confident
- Creative and innovative thinker
- An ability to be a self-starter and work well independently as well as collegially.
- Ability to multi-task

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety.

Employee WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment

- Reporting any hazard, injury, or near miss through the School's RMS system
- Following emergency evacuation and management procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant to your role

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

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