



St Paul's Grammar School

Working at St Paul's

St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, interdenominational Christian school. As an International Baccalaureate World School, our aim is to present a world-class education, preserving the best of traditional methodology whilst harnessing the best in cutting edge contemporary practice. In doing so, we also seek to present, with integrity, the teachings and values of the Christian faith.

Position Summary	
Position Title	Saints Canteen Café Assistant
Position Reports To	Saints Canteen Café Supervisor
Department	Office of Business and Finance
Award / Agreement	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Status	Casual
Classification	Operational Services Level 1 or 2 (dependant on qualifications and experience)
Other Allowances	Nil
Special Conditions	Supportive of the School's Christian aims and ethos
Purpose Statement	The role of the Canteen/Café Assistant is to assist with the smooth and efficient operation of the St Paul's café and canteen. This is executed through the provision of high level customer service, liaison with other key staff in the school and high-level organizational skills.

Key Responsibilities
<p>The Canteen/Café Assistant is Responsible to:</p> <ul style="list-style-type: none"> ▪ Assist the Canteen/Café Supervisor with the day-to-day operations of the canteen/café facility. ▪ Assist with food preparation and provide counter service to students, staff, parents and visitors. ▪ Follow instructions and procedures for workplace safety and food handling and food safety. ▪ Ensure the health safety and welfare of all persons in the canteen at all times. ▪ Ensure the security of the canteen at the end of each day by locking doors and windows, switching off appliances and restricting access only to those who are authorised. ▪ Ensure that cleaning of the canteen and cafe is carried out daily in accordance with cleaning procedures.

- Support, and live out the school's Declaration of Faith, Strategic Plan, Mission Statement and IB Philosophy.
- Be actively involved in the spiritual life of the school.
- Engage in professional learning.
- Engage professionally with colleagues, parents/carers and the community.

Essential Skills / Qualifications

- Current Food Handler Certificate or Certificate in Hospitality or Catering.
- Barista trained with strong coffee-making skills and attention to quality.
- Demonstrated organisational skills including the ability to work to deadlines.
- Proven ability to work as a constructive and creative member of a team with a professional, courteous manner.
- Intermediate-level skills using computer- based applications, including the MS Office Suite (Internet Explorer, Outlook, PowerPoint, Word and Excel)
- Current Working with Children Check (WWCC)
- Membership of a local Christian church or community

Desirable Skills / Qualifications

- Experience working in a retail café or similar considered favourably.
- Experience in using school computer software, including a School Database and Learning Management System (LMS)
- Current First Aid Certificate, including CPR.

Professional Conduct

- Fulfil all requirements of the St Paul's Staff Code of Conduct.
- Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism.
- Pursue and encourage excellence in all areas of school life.
- Adhere to school policies; including: Student Welfare, Child Protection, WHS, Assessment and Reporting and Copyright Regulations.
- Maintain confidentiality regarding all school related issues.
- Communicate with staff, students and parents in a professional and timely manner (within 48 hours).
- Demonstrate a willingness to work positively and collaboratively within a team as well as having the ability to work independently.
- Demonstrate effective communication and conflict resolution skills.
- Professionally serve all members of the school community - including students, parents and staff.
- Represent the best interests of the school at all times.

Work Health and Safety

- Comply with WHS requirements to ensure a safe working environment.
- Ability to time-manage effectively.
- Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Current knowledge and active application of school policies and procedures including copyright regulations.
- Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
- Administer First Aid on occasion, as required.

Supporting the School's Christian Mission

- Actively support, and live out the school's Declaration of Faith, Strategic Plan and Mission Statement.
- Reflect an integrated model of Christian teaching and or service to all aspects of school life.
- Promote in students a strong commitment to serve others.

Other Duties

- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at their discretion in order to most effectively serve the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Signature: