



Marist-Sion College – Warragul

Position Description

College Café Manager

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Objective</p>	<p>The College Café Manager is responsible for the effective management and operation of the College Café in line with the Dietary Guidelines for Children and Adolescents in Australia and the College vision.</p> <p>The College Café Manager is appointed by the Principal, employed by Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the Business Manager. The role is required to undertake a broad range of tasks to support the needs of Marist-Sion College.</p> <p>FTE & Position Type: Full time and ongoing Employment Category: Category C - Education Support Employee (7 weeks paid school holidays) Classification Level: Level 3 Salary Range: \$75,154 - \$85,155 Campus Location: Warragul Award: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: Business Manager Direct Reports: Café Assistant Internal Liaisons: Facilities Manager, Administration Team, Students, Teachers and College Staff. External Liaisons: External providers, members of the College community and general public.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Oversee the day-to-day management and operation of the café services. • Organise and set up the café operating environment to ensure it is safe, clean and practical. • Provide safe and compliant processes and procedures for café staff regarding food preparation and other tasks.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Maintain a safe work environment in accordance with Work Health Safety Act. • Establish a menu of goods for sale that provides variety and are nutritional, ensuring the guidelines within the Dietary Guidelines for Children and Adolescents in Australia are met, as published by the Department of Education Victoria. • Manage the Café Team and workload of the Café Team. • Manage stock levels of the café and timely ordering of stock. • Manage the viability of income through accurate costings and stock. • Preparation and cooking of meals. • General cleaning and maintaining of a hygienic kitchen. • Serving customers - staff and students. • Manage in house catering for College meetings/functions/guests when required. • Resource and book catering services for larger College events when required. • Management, reporting and balancing of financial transactions. • Manage the Café Team through coaching, professional development, review and appraisal processes in line with College objectives.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be open to professional development in your area of work. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue to develop ICT skills on platforms to support work.
General Duties	<ul style="list-style-type: none"> • Support the Catholic Identity of the College. • Understand the relevant compliance imperative. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Assist with disaster response such as test evacuations and lockdowns. • Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal. • Demonstrate professional and collegiate relationships with colleagues. • Other duties as directed by the Principal.
Skills/Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills. • High level organisational, multitasking and planning skills. • Ability to prioritise and meet deadlines and problem solve. • Integrity and professionalism. • Ability to build rapport and maintain positive relationships.

STATEMENT OF DUTIES

- Honesty, reliability, commitment and good work ethic.
- Management of health and safety and hygiene in a kitchen environment.
- Strong attention to detail with keen eye for quality food.
- Competent cooking skills

Selection Criteria

College Café Manager

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children.• A demonstrated understanding of child safety.• A demonstrated understanding of appropriate behaviours when engaging with children.• Be a suitable person to engage in child-connected work.• A demonstrated understanding of Mandatory Reporting.• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• Food Safety Supervisor Certificate and experience in the hospitality industry.• Food Smart Training or willing to obtain.• Experience in the provision of catering for events and/or barista experience highly regarded.• Knowledge of purchasing and stock control.• A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary). <p>Desirable:</p> <ul style="list-style-type: none">• Food Industry or related (nutrition, dietitian) qualification will be desirable.
4. Food industry / Catering / Management	<ul style="list-style-type: none">• Ability to provide direction and leadership regarding OHS and complaint procedures, and legislation within a café/kitchen environment.• Ability to provide direction regarding menu.• Competent cooking skills.
5. Provide Service Excellence	<ul style="list-style-type: none">• Excellent customer service skills when working with staff, students, visitors and the wider College community.
6. An ability to work collaboratively and to lead a team.	<ul style="list-style-type: none">• Ability to motivate and coach staff to develop team skills and lead professional development including review and appraisal processes.