



The Springfield Anglican College

Position Description: Food Services Officer

Appendix 2

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

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| Position Title: | Food Services Officer |
| Location: | Based on either the Primary or Secondary Campus this position provides a service to the College as a whole |
| Status: | Full Time / Part Time / Casual – Term Time Only |
| Classification: | Level 3 - Support Staff Classification in accordance with the FSAC Ltd Enterprise Agreement |
| Reports to: | Head of Primary / Head of Secondary through the Food Services Manager |
| Last Reviewed: | March 2024 |

2. Essential Qualifications

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| Academic Qualifications: | Food Safety Supervisor Certificate – <i>highly desirable</i> |
| Working with Children Blue Card: | A Queensland Working with Children Blue Card is a <u>mandatory</u> requirement for this role |
| Experience: | Previous experience in a food or hospitality business, preferably in a school environment |
| Other: | First Aid and CPR qualifications - <i>desirable</i> |

3. Position Purpose

Responsible to the Head of Primary (Jabiru Café) and the Head of Secondary (Grevillea Café) through the Food Services Manager, the Food Services Officer operates a high-quality retail food outlet on their designated campus (primary or secondary) for students, staff and the College community.

The Food Services Officer will implement and maintain café operations, including menu, supplies, preparing and serving food, local cash handling practices and hygienic food practices.



4. College Expectations

Staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's students
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College relationships
- Focused on participating in developing a culture of excellence
- Strategic in their leadership and management

5. Domains of Professional Responsibility

The Food Services Officer is responsible for meeting the following professional responsibility. The professional responsibility should be read within the context of the Statement of Effective Support Services, attached to this Position Description.

Student Protection - Commitment to the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures and the Child and Youth Risk Management Strategy:

The College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), the College is committed to eliminating and minimising risks to child safety through the Child and Youth Risk Management Strategy. The Food Services Officer will demonstrate a commitment to Child Protection, supporting the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. The Food Services Officer will model and encourage behaviour that upholds the dignity and protection of students from harm.

Commitment to the College Vision and Goals:

The Food Services Officer demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. The Food Services Officer will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.

Menu development and implementation:

- In concert with the Food Services Manager, plan and prepare a healthy, nutritious, and appealing café menu.
- Prepare orders for events, as required by the College.

Ordering and managing stock and supplies:

- Monitor and identify stock requirements for the café.
- Work with the Food Services Manager to order and manage stock and supplies for menu items.
- Receiving of stock orders and ensuring stock is stored in a clean and tidy manner
- Conduct stocktakes monthly and at the end of each term.

**Service Delivery:**

- Implement day to day operation of the café within the processes set by the College.
- Maintain a high level of customer service at all times.
- Ensure safe food handling and hygiene processes are followed.

Food Safety and Hygiene:

- Ensure the preparation, handling and storage of food is in accordance with the standards outlined by local, state, and federal governments and relevant legislation and regulations.
- Work with the Food Services Manager to ensure all café equipment is maintained and operated in a safe and hygienic manner.
- Follow Workplace Health and Safety procedures in relation to the preparation of food and the cleanliness/hygiene of the café.
- Maintain the daily cleaning of the café area as per the College Café Cleaning Schedule.
- Ensure all staff and volunteers maintain a high level of personal hygiene in accordance with food safety standards.
- Remain informed of developments and updates to national food standards as per the Australia New Zealand Food Standards.

Supervision of Volunteers:

- Coordinate and engage a network of café volunteers, in concert with the Food Services Manager as and if required.

Financial and Security:

- Accurately process sales using cash and an electronic point of sale system (EFTPOS).
- Process online café orders via online ordering system Flexischools.
- Ensure the correct balance of funds at the end of each day.

Security:

- Ensure equipment, stock and facilities are secured at the end of each day.
- Ensure entry to the café is restricted to authorised persons only.

Duty of Care:

The Food Services Officer contributes to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

Such other duties as may be required from time to time:

All employees recognise and accept that multi-skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.

Additional duties may include assisting with College Events. Events such as College Open Days may occur on Saturday mornings or after school hours.



6. Selection Criteria/Competencies

The Food Services Officer will possess the following competencies, skills, qualifications, and experience:

- Support the Christian and Anglican ethos of the College
- Possess a current Queensland Working with Children Paid Blue Card
- Qualifications in Food Safety and Hygiene (Food Safety Supervisors Certificate)
- Understanding of food service operations in a multiple-outlet retail food service
- Appreciation for nutritious and healthy eating principles in a school environment
- Demonstrated experience in a food or hospitality environment
- Competent computer skills and experience working with online ordering systems (Flexischools)
- Ability to communicate and promote the College with confidence
- Positive attitude and a willingness to work with children
- The ability to meet deadlines
- Demonstrated sound personal qualities of tact, confidentiality, reliability, and an ability to work with others both individually and as a member of a team
- Well-developed organisational and time management skills
- Verbal and written communication skills including application of high order customer service principles and practices
- Excellent communication and problem-solving skills
- The ability to prioritise multiple demands
- Demonstrated flexibility and the ability to work independently and without direct supervision
- Basic understanding of workplace health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment
- Current First Aid Certificate - *desirable*



Statement of Effective Support Services

The College believes that success of support staff will occur when they are committed to the provision of quality professional services for staff, students, and families, which adds value to the College's operations and programs.

This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting College programs and initiatives
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy, and competency in your work
- Is proactive
- Seeks continuous improvement through opportunities for training and development



STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within The Springfield Anglican College, The Tiny Tartan Kindergarten and ABCC and Early Years ABCC.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

Steven Morris
Principal