

Position Description

Tuckshop Assistant

OVERALL PURPOSE OF THE POSITION

Our Tuckshop Assistants are required to provide attentive and efficient service to customers through the delivery of high quality product and service whilst adhering to the policies and procedures of Barker College.

Primarily a Tuckshop Assistant will prepare and serve lunch and snack items, maintain hygiene standards and ensure work area is kept clean and tidy.

PRIMARY DUTIES & RESPONSIBILITIES

Service

- Provide courteous and consistent service to all customers; these include teachers, administration staff and students
- Communicate effectively with all people related to the facility

Sandwich preparation and service

- Prepare ingredients for day's trade
- Ensure ingredients and equipment are at the correct temperature
- Stock merchandise counter and display prior to service
- Restock sandwich ingredients during service
- Clean and sanitise sandwich bar at the end of day's trade, ensuring correct storage of all food items

Hot Counter Service

Ensure familiarisation of menu items prior to service

- Serve customers and maintain correct portion control
- Ensure a high level of customer service and satisfaction
- Maintain sufficient levels of menu items throughout the day's service times
- Adhere to correct holding temperatures and monitor throughout day's trade
- Clean and sanitise service area and utensils

Receive produce

- Ensure goods received are of a high quality
- Receive and check foodstuffs against supplier's invoice, return items if unsatisfactory
- Stock control and security of food storage areas
- Count stock for stock take purposes

Storage of food / dry good items

- Ensure all food items must be stored to avoid cross contamination using the correct manual handling technique
- Ensure correct rotation of stock
- Stock and maintain counter and merchandise set up and display prior to service
- Be aware of correct holding temperatures for perishable food items
- Notify supervisor of potential low stock items

Function co-ordination and set up

You will ensure functions are coordinated in a timely, efficient and accurate manner.

- Assist client and customers with menu choice offering suggestions
- Menu planning and co-ordination as directed by the Food Services Manager
- High quality of food presentation
- Supervise and co-ordinate kitchen or service area

Operate kitchen equipment

You will ensure the correct safety procedures are adhered to when operating kitchen equipment.

- Operate machinery / equipment following safety guidelines
- Clean and sanitise all machinery / equipment in readiness for the next day's usage
- Ensure all equipment / machinery is turned off before leaving kitchen

Clean up area and maintenance

All food preparation and kitchen surfaces must be cleaned and sanitised at the end of the day's trade adhering to food health safety standards.

- Use correct chemical on all food preparation areas and kitchen equipment
- Rubbish removal from kitchen to specific areas
- Cleaning duties in own work area
- Complete kitchen cleaning duties as per cleaning schedule
- Sweep and mop floors

Financial Matters

- Ensure correct handling, security, control and banking of all monies
- Ensure accurate counting and completion of monthly stock take and relevant paperwork

Additional Responsibilities

- Any additional job requirements as specified by the Food Services Manager and Executive Chef.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.

ESSENTIAL PERSONAL ATTRIBUTES

- Team Player
- Self-assessing to ensure consistency in achieving high performance of projects
- Exceptional personal standards of honesty, integrity and professionalism
- Strong motivation, influencing and team-building skills
- Excellent communication skills, both written and oral
- Ability to support the Christian values and ethos of the School

ACCOUNTABILITY**Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

To perform the essential functions of this role, you must be able to stand for the majority of your working shift, bend to reach fridges/cupboards under benches, lift and carry food service items, move equipment, load and unload

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Food Services Manager

The Immediate Manager: Tuckshop Manager

This position: Tuckshop Assistant

APPROVAL

This position description accurately details the primary duties and responsibilities of a **Tuckshop Assistant**.

Approved by the Food Services Manager – May 2024.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: [candidate_name]

Signature of Staff Member: [acceptance_status]

Date: [acceptance_date]