



## *Café Assistant Position Description*

<b>Job Title:</b>	<b>Café Assistant</b>
<b>Reporting To:</b>	<b>Café Manager/Business Manager</b>
<b>Employment Status:</b>	<b>Part-time, 3 days/12 hours per week</b>
<b>Commencement:</b>	<b>25<sup>th</sup> July 2025</b>

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### *Purpose of the position*

The role of the Café Assistant is primarily to prepare and sell food and beverages to staff, students, parents and visitors to the College. They also make sure the cafe and surrounding areas are clean and tidy and ensure money and products are accounted for. The Café Assistant will also provide cover for the Café Manager and other café staff when needed.

***St Andrews Christian College has a commitment to child safety, and has zero tolerance for child abuse. Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.***

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### *Responsibilities*

#### **Day-to-Day Operations**

- Greet and take orders for food and drink from visitors, parents, students and staff;
- Prepare and service of coffee, tea and hot drinks;
- Operate a coffee machine to make coffee;
- Preparation of food items such as sandwiches, salads, and other light fare items;
- Preparation of lunch orders;
- Assisting with cooking toasted sandwiches, soups, pastas and other meals;
- Assisting with baking of muffins and loaves;
- Operate EFTPOS machine, take payments and give receipts;
- Wash dishes, cutlery and cooking utensils;
- Clean cafe equipment such as coffee grinders and espresso machines;
- Order food from suppliers and put away new stock;
- Provide cover if other café staff are unavailable.

***NOTE: The above is a summary only of the main duties - it is written broadly to indicate the range of duties to be performed.***

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## *Key Selection Criteria*

- An active Christian faith and regular attendance at a Christian church;
- Completion of Food Handling Course for supervisors (Food Safety Supervisor course);
- Barista experience or prepared to undertake training;
- Ability to communicate to parents, students, staff and members of the general public in a professional yet friendly manner;
- Ability to remain calm and think clearly under pressure;
- Experience in a similar role;
- Ability to prioritise work schedule and meet agreed deadlines;
- Holds a current First Aid Certificate and/or preparedness to obtain required certificate;
- Satisfactory Working With Children Clearance;
- Hold a driver's licence.

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## *Personal Characteristics*

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Professional presentation;
- Actively pursues best practice in all areas of responsibility;
- Ability to work independently and as an effective team member;
- Readily adjusts to changes in the work environment;
- Attention to detail;
- Reliable and able to maintain confidentiality and monitor level of disclosure on sensitive matters;
- Willingness to help.

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## *Employment Conditions*

- Part time, 3 days/12 hours per week. Availability to fill in for other café staff if required;
- Hours of work are 9:00am to 1:00pm, Monday, Wednesday and Friday preferred but flexible;
- Working school term time plus additional time as required;
- Salary will be as per the Educational Services (Schools) General Staff Award 2010, Level 2.2;
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Student Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

June 2025