



Food Services Assistant Duties and Responsibilities Statement

POSITION TITLE	Food Services Assistant
REPORTS TO	Principal through the Business Manager

PREAMBLE

The Principal is responsible to the School Council for the effective and efficient operation of our School. They are responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

We are proud of the way our students, parents and staff have helped to create a regional community that embraces individuality, while achieving an overall sense of unity. Our values are encapsulated by the phrase: A FIRE within, a light to others. These values of Faith, Inclusion, Respect and Excellence should guide your professional conduct and interactions within the school community. Our founding vision, "Educating the whole person – in mind, body and spirit" remains core and is embedded in the fabric of the School as we strive to encourage our students to embrace and fulfill the talents with which they have been blessed. It is our aim that our students develop these talents and become great contributors to the region and beyond.

CHILD SAFETY STATEMENT AND REQUIREMENTS

Esperance Anglican Community School (EACS) is a child safe organisation, committed to the safety and wellbeing of all children and young people. EACS has zero tolerance for child abuse.

Every person employed at EACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC),

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renewed every three years and be a current and ongoing holder of a Working with Children Check.

The Food Services Assistant plays a key role in supporting the daily operations of the school's food service program. This position ensures that students and staff receive high-quality, nutritious meals in a safe, clean, and welcoming environment. The Food Services Assistant works under the direction of the Food Services Manager and collaborates with other team members to maintain efficiency and compliance with food safety regulations. Flexible working hours may be required.



SPECIFIC RESPONSIBILITIES

Food Preparation & Service:

- Assist in the preparation and serving of food and beverages.
- Follow standard recipes and portion control guidelines to maintain consistency.
- Ensure prompt meal service.

Customer Service:

- Provide friendly and efficient service to students, staff, and visitors.
- Address inquiries regarding food choices, allergens and dietary restrictions.
- Ensure a welcoming and positive experience.

Health & Safety Compliance:

- Adhere to food safety, hygiene, and sanitation regulations.
- Maintain cleanliness in the kitchen, dining areas, and food storage spaces.
- Monitor food temperatures and storage conditions to prevent contamination.

Stock Management & Inventory:

- Assist with receiving, checking, and storing food deliveries.
- Rotate stock to minimise waste and ensure freshness.
- Notify the Food Services Manager of low stock levels or supply needs.

Equipment & Facility Maintenance:

- Operate and clean kitchen equipment, utensils, and work areas.
- Report any malfunctions or maintenance issues.

Team Collaboration:

- Work effectively with colleagues to ensure smooth food service operations.
- Support event catering and special school functions as needed.
- Participate in training sessions and team meetings to enhance skills and service quality.
- Any other reasonable tasks as requested by the Executive.

POSITION REQUIREMENTS

- Previous experience in food service or hospitality (preferred).
- Understanding of food safety, allergen and hygiene practices.
- Ability to work efficiently in a fast-paced environment.
- Strong interpersonal and communication skills.
- Physical ability to stand for long periods and lift moderate loads.
- Willingness to obtain relevant food safety certifications as required.

This role is integral to ensuring a safe, enjoyable, and nutritious dining experience for students and staff. The Food Services Assistant should demonstrate reliability, teamwork, and a commitment to high service standards.



GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of AngliSchools and Esperance Anglican Community School.
- Maintain professional confidentiality concerning student and/or staff information.
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school.
- Serve as a good ambassador of the School.
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role.
- Apply Work Health and Safety requirements in the workplace.
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner.
- Strive to implement productivity, quality, and service improvements on a continual basis.
- Attend and contribute to meetings of whole staff and smaller groups when required.
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets.
- Be actively involved in the School's Staff Appraisal Program.
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

FOOD SERVICES ASSISTANT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date