



Position Description:	Barista
Reports to:	Business Manager – Operations & Compliance
Position Type:	Part-time, Term time 2 days per week (7am – 2pm)

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education.

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

Position Purpose

The role of Barista works in M's café providing high quality coffee and food and beverage whilst providing an exceptionally high level of service to all customers.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

- Opening and closing of M's Cafe
- Making coffee and other beverages
- Providing a high level of customer service
- Supervising and training M's café staff
- Accurate cash handling
- Contribute to and maintain a supportive work environment with an emphasis on teamwork; both within M's café and the wider staff
- Ensuring the café is tidy and well presented at all times
- Maintaining a safe and hygienic working environment and follow safe food practices and procedures
- Maintaining a high level of personal hygiene and cleanliness and adhere to the School's Grooming Policy relevant to catering staff
- Maintaining temperature logs and basic food documentation as required
- Maintaining an awareness of dietary requirements and conditions (ie. food intolerances, allergies etc)
- Basic cleaning duties
- Assisting with functions or other parts of the catering operation as required
- Participate in school training days and on the job training

Ensuring the School's ethos and values are reflected in the employee's manner

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the School values and ethos. This includes demonstrating respect for every member of the school community
- Reporting matters relating to student protection directly and immediately to the Principal
- Attending events to support the School as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection
- Wear your name badge at all times
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards.

SELECTION CRITERIA

1. Demonstrated experience in a cafe, tuckshop, canteen or similar environment including cashiering and Point of Sale Systems (POS)
2. Demonstrated experience in the use of a coffee machine and ability to provide a range of coffee products
3. Formal Barista training will be highly regarded
4. Ability to assist in the preparation of basic food items
5. Ability to receive verbal orders from customers and fulfil orders in a timely manner
6. Good communication and interpersonal skills
7. Customer service driven with a strong focus on customer relationships
8. Experience working with children of all ages
9. Ability to work within a small team
10. Ability to multi-task and cope with busy periods
11. Ability to work unsupervised
12. Experience with stock control, stock rotation and simple food storage procedures
13. Willingness to support the School's core values and Anglican ethos

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT