



Appointment of Kitchen Assistant (p/t)

We are seeking a suitably experienced and enthusiastic Kitchen Assistant/ Cook for a part time position (28 hours per week) in our School Kitchen. This role will assist and support the Chef in all aspects of food preparation, cooking operations and to ensure all meals are served in a timely manner at the various school campuses. This is a part time position, working predominantly during the school term and some weekend shifts.

The successful applicant will possess capability to deliver quality catering and customer service, food quality standards and the ability to work effectively in a team environment.

Position Description

Position Title:	Kitchen Assistant
Responsible to:	Principal
Reports to:	Head of Catering
Key Stakeholders:	All internal and external stakeholders
Overview:	We are seeking a suitable and enthusiastic Kitchen Assistant for a casual position with our schools Catering Department. The purpose of this position is to assist and support the Chef in all aspects of food preparation, cooking operations and to ensure all meals are served in a timely manner at the various school campuses.
Duties & Responsibilities:	<p>Role responsibilities</p> <p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> Identify critical control points in food preparation system where food hazards must be controlled. Confirm special dietary requirements and select ingredients. Prepare, cook, and serve all meals for students, staff and visitors. Prepare food to meet special dietary requirements. Prepare and cook a variety of cakes and biscuits for all morning/afternoon teas. Pack and deliver meals to various boarding locations as required. Pack food for excursions according to documentation. Replenish dry good ingredient containers from store. Store food as appropriate at end of each shift. Carry out laundry duties as required eg washing, drying and folding. Maintain hygienic and safe food handling practices. General cleaning at the end of each meal service. Use and maintain food preparation equipment. Carry out tasks with the aim of minimizing waste. Perform your duties to the best of your ability and be accountable for your performance. Follow reasonable instructions given by your supervisor or their delegate. Comply with lawful directions. Participate in any in-house training programs, as well as other job specific training that is identified as required for this job. Participate and contribute to team meetings. Participate in workplace change where required. Comply with the School Code of Conduct. Report any concerns or problems to supervisor.

Health, Safety & Wellbeing:	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school 	
	<p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Ability and willingness to support the Christian mission of the School • Current Working with Children Check • Experience in food preparation and cooking in a commercial environment • Food Handling Certificate • Class C Driver Licence • First Aid Certificate • Site specific Manual Handling Training - desirable • Ability to work unsupervised • Ability to identify, analyse and resolve problems • Well-developed organisational and time management skills • Honesty, integrity, and authenticity in dealings with colleagues, students and staff • Work effectively in a customer service environment. 	
Selection Criteria:	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Why would you like to work at Calrossy Anglican School?</p> <p>SC2. Describe your experience in food preparation and applying food safety policies and procedures, such as temperature control measures and food storage.</p> <p>SC3. Explain how you have worked in and contributed to a positive team environment.</p>	
Conditions of Employment:	Industrial Instrument	<i>Independent Schools NSW (Professional and Operational Staff) Multi Enterprise Agreement 2025</i>
	Employment Type	Permanent Part Time
	Classification	Operational Services: Level 2 / Level 3 (depending on experience and qualifications)
	Days of Work	Term time, Monday to Sunday (7 day) roster
	Work locations	Catering Department, Brisbane Street Campus
Location:	<p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 57765100 admin@calrossy.nsw.edu.au</p>	

All applicants are required to uphold the Christian ethos and support the schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**