



The Armidale School Dining Hall Attendant Position Description

The Armidale School

The Armidale School ('TAS') is a co-educational Anglican boarding and day school with a Junior School (Transition to Year 5), and Middle School (Year 6-8) and Senior School (Year 9-12). The School has an enrolment of approximately 630 students, including over 200 boarders.

TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive.

TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

Role Statement

To maintain the cleanliness of the dining rooms and dishwashing area as directed by the Catering Manager. A Dining Hall Attendant will facilitate excellent food service by cleaning tables, removing dirt, replacing soiled table linens, and setting table.

Position Overview

Functional Responsibilities:

Primary Functions

- Ensure that all equipment used by staff and students is thoroughly cleaned, giving particular attention to all polished surfaces and removal of all food particles.
- Comply with reasonable staff and student requests in a timely, friendly and efficient manner.
- Ensure attention is given to all service counters being hot or cold throughout service.
- To be available for school functions outside of normal duties.
- To ensure the cleanliness of the Dining Hall giving special attention to tables, chairs and floors.
- Project a professional personal appearance and manner
- Other duties as required.

Other Functions

- Anticipate student and staff needs- shortage of spreads, bread etc.
- All Bain Maries to be thoroughly cleaned down i.e., top edges, sides, and fronts after each meal.
- Maintain a clean and safe workplace.
- All bench tops and surrounds to be cleaned down after each shift, paying special attention to all fronts of cupboards and handles.

- Dining hall floors to be swept after each meal and all spills are to be cleaned up.
- During service, replenish any sauces or condiments as per the menu.
- Ensure all crockery and cutlery is replenished during peak times.

Safety

The Dining Hall Attendant will ensure that all work undertaken within their area of responsibility conform to the School's Work Health and Safety Policy and to relevant regulations and procedures.

Training Requirements

- Demonstrate a knowledge and practice of hygiene and WH&S systems.
- Possess initiative and an ability to anticipate staff and student requirements.
- Participate in an onsite Induction
- Gain knowledge of special staff or student requirements.
- Work with colleagues in a co-operative, respectful and non-conflicting manner.
- Prepare food in accordance with School requests i.e., preparation of boarders' morning teas, staff requirements, sandwiches tea and coffee.

Supervision

Whilst reporting to the Catering Manager, it is expected that the Dining Hall Attendant will work with the minimum amount of direct supervision whilst carrying out duties. In the absence of the Catering Manager, the Dining Hall Attendant will address any concerns to the most senior member of staff on duty at the time.

Productivity

The quantity and type of work required will vary from time to time during the school year and the Dining Hall Attendant needs to be aware that the volume of work will peak during critical times.

Teamwork

As the Dining Hall Attendant is part of an important group within the School, it is important that the catering staff work as a cohesive unit so as to provide the best quality and service to students and staff.

Judgement

As an employee of the School you will be required to:-

- use all reasonable efforts to promote the interests of the School.
- serve the School faithfully and diligently to the best of your ability.
- always act in the School's best interests.

Planning

The Dining Hall Attendant will ensure, in conjunction with the Catering Manager, that all necessary cleaning is completed on a daily basis, and that the Dining Room Attendant working the evening shift will ensure that all cereals, sauces and butter portions are prepared the night before the morning shift.

Confidentiality

Due to the position of the School within the local community, it is important that an appropriate level of confidentiality is maintained, particularly in relation to the financial dealings of the School with suppliers of goods and services.

Child Protection

The Armidale School is fully committed to the protection of children and young people during all School activities and environments both within and outside of school hours.

It is expected that all staff will:

- Be aware of, understand and comply with the principles of the Child Protection and Mandatory Reporting requirements at all times;
- Ensure adherence to the School's Child Protection Policies and demonstration of behaviours in accordance with these;
- Undertake regular training and professional development in Child Protection;
- Respond according to the School's policies and procedures when interacting with children, taking immediate and appropriate action towards all allegations and concerns; all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Employment with The Armidale School is subject to school policies including, but not limited to:

1. The School Child Protection Policies (including Mandatory reporting and Working with Children's Checks Policy)
2. Staff Code of Conduct

Reporting Relationships

This position ultimately reports to the Principal, however for all day to day matters the Catering Manager

Remuneration Package and Conditions

Remuneration for this position will be at the applicable rate Independent Schools NSW (Support & Operational Staff) Level 1 \$23.26 hourly base rate plus 25% casual loading.

Mandatory vaccination for all school staff to fully vaccinated (2 Doses) of COVID-19 vaccine prior to commencement.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Position Description is subject to review and modification by the Principal in response to the changing needs of the School.