



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Hospitality Classroom Assistant

Position Level	Classroom Learning Support Averaged Level 3.1 to 4.3
Salary Range (Full-time)	\$56,057 to \$65,013 (based on skills and experience)
Reports To	VET/Careers Coordinator
Location	Merici College – Braddon ACT
Employment Type	Part-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	46

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	A rewarding opportunity exists for a Hospitality Classroom Assistant at Merici College. The successful applicant will support the Year 10 to 12 Vocational Education Hospitality Teaching staff in their day to day teaching to ensure the effectiveness and safety of classes being conducted in the Trades Training Centre Commercial Kitchen/Restaurant.
Position Duties	<p>Essential Duties and Responsibilities</p> <ul style="list-style-type: none"> • Oversees in the collation of food orders for practical and demonstration lessons, restaurants and function catering; • Responsible for all ordering of goods, equipment and uniforms; • Ensures all necessary food and equipment is in place for each lesson; • Supports the teachers and students in all Hospitality classes; • Receives (or delegates receipt of) delivery of orders in good condition, checks that purchases and invoice/statements are correct, Stores all items correctly; • Oversees the maintenance and rotation of refrigerated, pantry and frozen items; • Assists and co-facilitates the front-of-house operation of the Bridge Restaurant; • Responsible for the end of term cleaning of all areas of responsibility;

	<ul style="list-style-type: none"> • Follow Workplace Health and Safety Practices to ensure that the canteen and equipment is operated and maintained in a safe and hygienic manner; • Participate in purpose-based networks, team activities, performance management processes and professional development and training programs; • Is offered work beyond normal hours to support functions outside College hours on a paid basis; • Performs other appropriate duties as directed by the VET/Careers Coordinator, Business Manager or Principal. Staff Development; • Ongoing updating of knowledge of Work Health and Safety Act requirements; • To become familiar with and keep up-to-date with the school's Crisis Management and Emergency procedures; • Attendance at professional development courses both within the College and relevant institutions relevant to the position; • Reads staff bulletins when published and any other material that relates to the daily running of the College, e.g. Morning briefing notes, the school calendar, What's On Newsletter. <p>All such duties are to be carried out in a professional, courteous and obliging manner. The position requires close liaison and consultation with the VET/Careers Coordinator and Hospitality teacher.</p>
Skills, Attributes and Experience	<p>Requirements & Communication</p> <ul style="list-style-type: none"> • Current industry experience in front of house restaurant/café. • Shows a strong commitment to the College's Catholic ethos and a willingness to foster it in the College community. • Effective communication skills. A demonstrated ability to work under pressure and well developed organisational, prioritisation skills while being flexible. Be able to work independently but also to work as part of a team. • Participates in the meetings, liturgies and other activities held in the College for members of the Support Staff.
Qualifications	<ul style="list-style-type: none"> • A current Certificate IV in Training and Assessing is recommended. • A current Food Safety Supervisor Certificate is recommended. • A current ACT Working with Vulnerable People card (WWVP).

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au