



Peninsula Grammar School

Date:
18/01/2021

Position Description

Position Title	Function Catering Supervisor
Reports to (Position)	Principal / Business Manager
Location	Melbourne, Australia
Employment Status	Casual

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This Position Description is a summary of the core responsibilities and expectations of a Function Catering Supervisor. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

2. Position Objective

The Function Catering Supervisor is responsible for the customer service provided in the School Pavilion and at other locations around the school as required.



3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Business Manager
- Facilities / Cleaning Team
- Operational Staff (Administration and Business Support functions)
- Teaching Staff

External

- Visitors
- Parents and families

4. Core Responsibilities and Accountabilities

Bar and Café Supervision

- Assist in managing the operations of the bar and kitchen during functions
- Ensure bar/coffee and kitchen is kept clean before, during and after functions
- Run parent coffee mornings as per schedule
- Run Catering of Functions during and outside of school hours including weekends
- Barista, bar and food service
- Provide dedicated customer service to enable the efficient and effective operation of School functions
- Greet customers with professionalism and courtesy
- Contribute to the atmosphere of a welcoming and warm environment, providing hospitality for all stakeholder groups
- Liaise with inhouse catering company or external catering if applicable
- Organise and coordinate event set up and pack up
- Provide positive customer service

Administration Duties

- Record keeping, sales and stock, items sold from the bar
- Conduct a stocktake at the end of each week/month
- Stock control and ordering
- Ensure register balances after each function, cash and EFTPOS

Workplace Safety

- Follow School Board policies as required
- Follow safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to within your designated area
- Report any equipment or situation that is hazardous or has the potential to affect the health safety of Peninsula Grammar workplace

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills, and competencies to be effective in this role:



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- Excellent time management and organisational skills

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Current RSA Certificate
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID003
- Current Drivers' Licence

Experience

- Minimum of 2 years' experience in a similar role
- Responsible serving of alcohol, 2 years experience in a similar role
- Experienced in safe manual handling practices
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Good problem-solving skills
- Strong leadership skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School.
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2020) and the National Employment Standards. The position is graded at Grade 3 School Operation Services.
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs (including sports).



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• Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>