



Position Description

Position Title	Food & Beverage Coordinator / Food Technology Assistant
Reports to (Position)	Business Manager
Location	Melbourne, Australia
Employment Status	Full Time, Term Time Only

Components of this Position Description	
1	Organisational Profile
2	Position Objective
3	Key Stakeholders
4	Core Responsibilities and Accountabilities
5	Key Capabilities and Competencies
6	Qualifications, Registrations and Experience
7	Additional Information and Special Conditions

This Position Description is a summary of the core responsibilities and expectations of the Food & Beverage Coordinator / Food Technology Assistant. 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 parent 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 Food & Beverage Coordinator / Food Technology Assistant is responsible for assisting the Head of Food Technology with the preparation and delivery of the Food Technology learning program. This role also includes the coordination to deliver the schools food safety program as well as co-ordinate the Pavilion and its functions.

3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Business Manager
- Teaching Staff
- Students

External

- Facility Hirers
- External providers / Suppliers
- Parents
- Mornington Peninsula Shire

4. Core Responsibilities and Accountabilities

The Food & Beverage Coordinator / Food Technology Assistant understands, promotes, and advances best practice across the School.

Key Responsibilities

- Key responsibilities include but are not limited to:

Policies and Procedures

- Lead and manage Peninsula Grammar's food safety and beverage policy
- Coordinate the food safety program for all areas of the school
- Food Safety supervision, mentoring and oversight
- Secretarial duties for the Food Services Committee

Compliance

- Responsible for implementing and monitoring the food safety compliance within the school food safety program
- Ensure the schools liquor licensing requirements are upheld and all regulatory documentation is well maintained

Training

- Coordinator the food safety training for all areas of the school

Facility Management

- Co-ordinate the Pavilion function facility to ensure it is well presented, stocked and equipped to meet the needs of the school and hirers
- Roster bar and barista staff for regular school events and for external hirers



Position Description

Auditors

- Liaise with external food auditors, internal reviews and relevant authorities related to all aspects of food safety of the School
- Provide all reports to Risk and Compliance Department in a timely manner

Financial

- Manage the Pavilion / central catering budget, assist with the Food Technology budget and accounts/systems including purchase orders, invoice payments, stock takes and monthly reporting

Staffing

- Supervise the rostering of bar and catering staff in the Pavilion for all functions
- Assist with the induction of new employees, visitors and contractors to the Pavilion
- Coordinate staff to attend coffee mornings and assist with external users with the planning of their event

Food Room Servicing

- Responsible for the setup of food and equipment requirements for practical classes
- Organise cupboards/pantry
- Organise Fridge/freezers
- Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition

Food Ordering

- Responsible for ordering and purchasing of ingredients for practical classes within budget and generating purchase orders
- Maintain a computer data base of all recipes and ingredients
- Check stock against requirements and use by dates
- Receive deliveries from suppliers
- Checking and approving invoices against purchase orders

Health, Safety and Environment

- Remain up to date with all food handling and safety practices
- Ensure all OH&S regulations are met
- Clean all work stations after each use
- Ensure adherence to correct and safe food handling including storage, use by dates, hygiene practices
- Reporting of faults, incidents and near misses
- Keep an updated record of students with anaphylaxis
- Follow school [policies and procedures at all times

General

- Organising repairs for any damaged equipment eg ovens
- Schedule regular equipment maintenance
- Ensure daily, weekly, monthly and term cleaning is organized and monitor quality



5. Key Capabilities and Competencies

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

- Technical competency in the areas of safe food handling, food preparation, storage and cleaning and the capacity to develop knowledge of operational procedures
- Strong IT skills, including maintenance of a variety of online systems (office 365 skills essential)
- The ability to work flexibly as part of a team
- Strong written and verbal communication skills
- Ability to work on own initiative
- Excellent oral communication skills, especially in relation to staff, students and parents
- Enthusiastic, energetic, flexible with pro-active attitude
- Positive approach to change and development
- Strong OHS awareness
- Excellent time management and organisational skills

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Current Food Handlers Certificate (Essential)
- First Aid Certificate – HLTAID0003 (Essential)
- Current Working with Children's Check (Essential)
- RSA Certificate (Essential)
- Drivers Licence

Experience

- Minimum of 3 years' experience in a similar role
- Work experience in the education sector (preferable)
- Experienced in food preparation and handling
- Strong knowledge of food service environment
- Experience in facility management
- Experience managing staff

7. Attributes

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

- Adaptability
- Strong critical thinking skills
- Strong people management skills
- Outstanding problem-solving skills
- Excellent written and interpersonal communication skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic



Position Description

- Honest, trustworthy, and respectful
- Display empathy, commitment, and resilience
- Reliability and punctual
- 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 Deputy 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.

Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
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"/>	X	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>