



Position description

Cook/Shift Supervisor.

REPORTING TO:	Catering Manager
TAKING DIRECTION FROM:	Director of Sport
FUNCTIONAL RELATIONSHIP:	Staff Students

SUPPORTING THE GOALS OF:

- The Strategic Plan
- Overall site excellence

A high level of communication and support must exist within the Catering Department to support the goals and the expected outcomes of the Department.

The catering team as a whole are responsible for maintaining high standards of the food safety plans, high standards within the catering environment.

Direction will be given by the Catering Manager in regard to rosters and additional duties.

KEY ATTRIBUTES:

- Efficient Use of time
- Team Collaboration and Support
- Effective communication
- High standards

DUTIES	FREQUENCY	OUTCOME
To ensure the duties as outlined in your training and training notes are carried out in an efficient and timely manner.	Daily	Efficient team work within the department
To work rostered duties during hireages of the schools.	When required	To maintain a good relationship with groups who hire the school. Good reputation
Ensure timesheets are filled in accurately	Fortnightly	Accurate pay

H&S – To notice and report and health and safety issues in a timely manner.	ASAP	Matters are addressed as soon as possible
H&S – to ensure any chemicals are stored appropriately.	Always	Minimise risk
To ensure you are in uniform and well presented	Always	High standards maintained