



BLUE MOUNTAINS GRAMMAR SCHOOL

POSITION/TITLE: CANTEEN ASSISTANT
Senior School
Wentworth Falls

COMMENCEMENT: August, 2017

Introduction

Blue Mountains Grammar School is a co-educational Christian School in the Anglican tradition for students from Pre-Kindergarten to Year 12.

Established in 1918, the School has a tradition of excellence, consistently achieving outstanding results across academic, sporting and performing arts disciplines. We pride ourselves on the unique School Community that exists – the sense of closeness and inclusiveness that parents and students alike come to value and appreciate about the School.

With professional and experienced staff, the School delivers excellent teaching and learning, wellbeing, leadership and co-curricular opportunities to meet the needs of our young men and women. This takes place within a nurturing Christian environment founded on love, care, respect, service and commitment to one another.

There are three campuses: the Senior School (Years 7 to 12) and the Junior School (Pre-Kindergarten to Year 6) are located at Wentworth Falls, and the Preparatory School (Pre-Kindergarten to Year 4) is located at Valley Heights.

Blue Mountains Grammar School is a dynamic and forward-thinking school with a reputation for producing well-rounded, confident and outstanding citizens equipped for a life in the 21st century.

Further information about the School is available on the main web site at the following address - www.bmgs.nsw.edu.au

The Position

The School is seeking to employ a Canteen Assistant in August, 2017 or as soon as possible thereafter.

The successful applicant ultimately reports to the Headmaster, however for ease of operations you will report to the Canteen Manager.

The position is for 3 hours per day Monday to Friday School Term Time only, between the hours of 8.00am and 12:00pm.

The Canteen Assistant will work with the Canteen Manager to provide an efficient service in the School Canteen through assistance with food preparation, cleaning and general duties within the Canteen.

The incumbent will contribute to the School's customer service objectives by informed and courteous response to student, staff and parent enquiries.



Applicants must be able to demonstrate:

- Use of food preparation and cooking skills to assist with the food preparation under the direction of the Canteen Manager
- Preparation of hot drinks including espresso making skills; this is desirable but not essential
- Follow correct food handling and hygiene procedures at all times
- Perform cleaning tasks as directed by the Canteen Manager
- Perform other tasks related to the Canteen's operations under the direction of the Canteen Manager
- Be aware of the health, safety and welfare of others in the canteen. If issues are identified these will be immediately reported to the Canteen Manager or School administration
- Ensuring a pleasant working environment for the volunteers and staff
- Ensuring that students are treated with respect and dignity and should any issues arise, these will be immediately reported to the Canteen Manager or School administration
- Be organised and punctual
- Willingness to perform other duties as required

Child Protection

The successful applicant who is offered the position will need to provide a current Working with Children Clearance from the NSW Commission for Children and Young People.

School's Website

Information about the School can be found on www.bmgs.nsw.edu.au

Privacy Guidelines - Employment Collection Notice

1. In applying for this position applicants will provide Blue Mountains Grammar School with personal information.
2. If applicants provide personal information, for example name and address or information contained on resumes, the School will collect the information in order to assess the application.
3. Applicants agree that the School may store this information for three months.



Privacy Guidelines *cont*

4. Applicants may seek access to the personal information held by the School if unsuccessful in obtaining a position. However, access may be denied if for example access would have an unreasonable impact on the privacy of others.
5. The School will not disclose this information to a third party without the applicant's consent.
6. If applicants provide personal information of others, they will be encouraged to inform them that they are disclosing this information to the School and why; that they can access this information if they wish; that the School does not usually disclose information to third parties; and that the School may store this information for three months.

Guidelines for the Application

- a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.
- b) Applications should have a covering letter of not more than two pages, which includes details in support of your candidacy, followed by personal statements relating to your Christian philosophy.
- c) All applications will be acknowledged upon receipt.
- d) Applications must also include the following information:
 - Personal details (a photograph is optional).
 - Any qualifications held.
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Names, positions and contact details for three (3) referees, one of whom should be your current employer.
 - Cultural, recreational and other interests.
- e) Applications must be provided *unbound*. Please do not use display books, folders or staples to enclose your application.
- f) Applications close **5:00pm** on **Friday, 11th August, 2016**, and can be emailed to:

Ms Janine Hanrahan - PA to the Headmaster
(jhanrahan@bmgns.nsw.edu.au)
Blue Mountains Grammar School
Private Mail Bag 6
Wentworth Falls NSW 2782

