



## DUTY STATEMENT

Position	Dining Room Assistant
Reports to	Catering Manager
Type	Casual; between the hours of 2.30pm and 7.30pm, Monday to Friday during student term time
Classification	Kitchen Staff Level 1; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	May 2019

## DUTIES

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.*

- Maintain safe work environment in accordance with the Work Health and Safety Act;
- Maintain effective communication with all members of staff, students, parents and suppliers;
- Help with the preparation of the evening meal;
- Organise the dining room for dinner (set tables);
- Wash up after dinner;
- Clean bain-marie, cold well, trolleys, dining room and servery areas after dinner;
- Sweep and mop the dining room, servery, kitchen and storerooms;
- Empty garbage bins and take out to hopper;
- Wipe dining room tables;
- Clean the dishwashing bench and sink;
- Drain and clean dishwashing machine;
- Lock dining room and kitchen doors at end of shift; and
- Any other reasonable duties as requested by the Catering Manager.

## ESSENTIAL SKILLS/ EXPERIENCE

- Ability to work efficiently;
- Good time management skills;
- Ability to take direction;
- Ability to work independently on set tasks;
- Problem solving skills;
- Ability to work in a team; and
- Good interpersonal skills.