



Kitchen Assistant - Casual

Come and join our vibrant school, located in a growing NSW Regional Centre where lifestyle, affordability, low stress, and rich community are realities.

About the role:

We are seeking a suitable and enthusiastic Kitchen Assistant for a position in our School Catering Department. The purpose of this position is to assist and support the Chef in all aspects of food preparation, cooking operations and to ensure all meals are served in a timely manner at the various school campuses.

Conditions of employment:

Award:	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021
Work Type:	Kitchen Assistant
Hours:	Casual
Days:	Monday – Sunday (As per the weekly roster)
Salary:	Operational Staff, Level 2
Based:	Brisbane Street Campus

Benefits:

Working in a Christian Environment
Positive work environment
Staff wellbeing focus
Professional Learning and Development programs

Closing Date:

Closing Date: 12th April 2024

How to apply:

Please go to the Calrossy Website (www.calrossy.nsw.edu.au) and complete the Employment Application Form found in the Employment Opportunities tab.

Your application should be comprised of:

1. One-page cover letter addressed to the Principal
2. Current Resume
3. Responses to the selection criteria (please refer to the Position Description)
4. Please quote your current Working with Children (WWC) Check

Only applications received via the school's website will be considered. The school reserves the right to interview applicants prior to the closing date. Only short-listed applicants will be contacted by the school.

Queries about this position can be directed to the Human Resources Officer, Sally-Anne Fielding via hr@calrossy.nsw.edu.au.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.

Our School

Calrossy is a leading Anglican Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. It is a 'coeducational school with a difference', catering for approximately 1,050 girls and boys from Pre-School to Year 12. We have moved into our second century with a bold vision of quality Christian education for the young men and women of regional Australia, under the auspices of the Anglican Diocese of Armidale. Whilst a comprehensive school with an open enrolment policy, Calrossy has performed as the top academic school in North-West NSW in the past ten years, regularly achieving HSC results in the top echelon of schools in the state.

In 2021 we launched eCalrossy – a full time distance education program in which students utilise the benefits of live video conferencing to be in contact with their teachers and classmates for 100% of class time. Students also have 3 one-week residential sessions each year. Initially offered to just Year 7 students, in 2023 this program has now expanded to cater for students in Years 5 to 9.

A stimulating school environment

Calrossy is a forward-thinking school, creating innovative and modern working environments that enhance student learning and fosters a passion and a culture of participation in all aspects of school life. High quality staff and strong workplace management supports our teaching and learning, promoting success and engagement for students, both outside and within the classroom.

Well known for our outstanding and distinctive approach to wellbeing, Calrossy is a place of belonging, where each student's wellbeing is nurtured, catering for individual special needs and potential.

Calrossy operates on two campuses in Tamworth, with the Junior School and Years 7 – 9 located on the William Cowper Campus in North Tamworth and Years 10 -12 students learning at our Brisbane Street Campus in East Tamworth. Boarding facilities for both girls and boys are provided within the school and nearby. Calrossy also operates Tangara Farm as a Trade Training Centre which is home to our renowned Agriculture and Primary Industries programs.

Our Vision and Mission

Calrossy Anglican School provides excellence in Christian Education, and we seek to produce graduates who are creators of hope and change those matters.

Our school values are **Integrity, Resilience, Selflessness, and Inclusiveness**. Operational values are **Integrity, Accountability, Empathy and Courage**.

Childsafe Organisation

As a Childsafe school, we are committed to high standards of care and practices to ensure the safety and protection of children. Every staff member must have a current **Working with Children Check** and is required to actively support our school as a safe learning environment.

Position Description

Position Title:	Kitchen Assistant
Responsible to:	Head of Catering
Reports to:	Chief Operating Officer
Key Stakeholders:	All internal and external stakeholders
Overview:	We are seeking a suitable and enthusiastic Kitchen Hand for a casual position with our school Catering Department. The purpose of this position is to assist and support the Chef in all aspects of food preparation, cooking operations and to ensure all meals are served in a timely manner at the various school campuses.
Duties & Responsibilities:	<p>Role responsibilities</p> <ul style="list-style-type: none">• Ethos• Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff.• At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. <p>Duties and Responsibilities</p> <ul style="list-style-type: none">• Identify critical control points in food preparation system where food hazards must be controlled.• Confirm special dietary requirements and select ingredients.• Prepare, cook, and serve all meals for students, staff and visitors.• Prepare food to meet special dietary requirements.• Prepare and cook a variety of cakes and biscuits for all morning/afternoon teas.• Pack and deliver meals to various boarding locations as required.• Pack food for excursions according to documentation.

	<ul style="list-style-type: none"> • Replenish dry good ingredient containers from store. • Store food as appropriate at end of each shift. • Carry out laundry duties as required eg washing, drying and folding. • Maintain hygienic and safe food handling practices. • General cleaning at the end of each meal service • Use and maintain food preparation equipment. • Carry out tasks with the aim of minimizing waste. • Perform your duties to the best of your ability and be accountable for your performance. • Follow reasonable instructions given by your supervisor or their delegate. • Comply with lawful directions. • Participate in any in-house training programs, as well as other job specific training that is identified as required for this job. • Participate and contribute to team meetings. • Participate in workplace change where required. • Comply with the School Code of Conduct • Report any concerns or problems to supervisor.
Work, Health & Safety:	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school
	<p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Ability and willingness to support the Christian mission of the School • Current Working with Children Check • Food Handling Certificate • Class C Drivers License • First Aid Certificate • Site specific Manual Handling Training - Desirable • Ability to work unsupervised. • Ability to identify, analyse and resolve problems. • Well-developed organisational and time management skills • Honesty, integrity, and authenticity in dealings with colleagues, student and staff • Work effectively in a customer service environment.
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Why would you like to work at Calrossy Anglican School</p> <p>SC2. Why is it important to undertake temperature control measures when working with food.</p> <p>SC3. Explain the importance of being able to work and contribute to a positive Team environment.</p>
Conditions of employment	<p>Award - Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</p> <p>Work Type - Casual – up to 20 hours per week</p> <p>Hours - Subject to the weekly roster</p> <p>Days - Must be available Monday - Sunday</p> <p>Salary - General Operational Staff Level 2 + casual loading</p> <p>Working condition - Catering Department at Brisbane Street Campus</p>

Location	Calrossy Anglican School 140 Brisbane Street Po Box 1245 Tamworth NSW 2340Ph (02) 57765100 admin@calrossy.nsw.edu.au

Drafted/Reviewed: 8.3.2024

All applicants are expected to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**