

General Description:

The snack attack assistant provides a valued school service to our community. The person is responsible for the operations of the store under the guidance of the F&B Manager.

School Wide Expectations

1. Will adhere to and uphold the ISZL Mission Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies and procedures
4. Will participate in the ISZL Virtual Learning Environment & integrate technology as appropriate

Reporting to: Head of Campus

Areas of Responsibility:

1. To ensure that the store is regularly and appropriately stocked with supplies
2. To prepare and organise the store in terms of appearance and effectiveness for operation at all times of the year.
3. To effectively clean the store and area adjacent after closing at the end of each school day.
4. To share cash report with F&B Manager daily after closing – handing over profits and petty cash.
5. To maintain a record of working hours on a time sheet (provided on our website) and hand over to F&B Manager weekly.
6. To ensure appropriate maintenance and security of all equipment.

Times of Operation

Snack Attack venue is outdoors in the shed next to the astroturf playing field during the warm period of Year (usually spring break – October break) and indoors in the Theatre Foyer during the rest of the Year (usually October break – spring break). Opening hours are usually every school day from 15:00 to 16:30. At times when weather is inclement (heavy rain), the Snack Attack Assistant in liaison with F&B Manager may decide to close operations early or not open at all. In such a circumstance, the prior consent of the F&B Manager is compulsory.

It is estimated that during peak times of the year (sunny days), the Assistant will be working for around 3 hours each day. During off-peak times, the Assistant will be engaged for no more than 1.5 hours each day, and sometimes not at all.

Contract time allows expected 300 working hours per year. We might assume that there will be roughly 70 days per year of “peak” times during which the snack attack is expected to be kept open beyond the “regular” closing time of 16:30. Roughly 20 days when it closes earlier or does not open at all.

Set up should take approximately 15 minutes and clean down approximately 30 minutes.

It is especially important, given the nature of the position, that the Snack Attack Assistant communicates positively and helpfully with all members of the school community

Updated: Meryl Siggs, February 2019