



KINROSS WOLAROI  
— SCHOOL —

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# Catering Assistant

Candidate Information Pack

Closing Date: 23 January 2022

January 2022

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## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>

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## About the position

Catering Assistants perform a wide variety of tasks including food and beverage preparation service and clean-up for boarders in the dining rooms, school meetings and functions.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<i>Food preparation</i>	<ul style="list-style-type: none"><li>• Being involved in the preparation of service of food to School Guests, functions, meetings and boarders.</li><li>• Maintaining food preparation and kitchen standards of cleanliness and hygiene so that they comply with relevant food safety regulations.</li><li>• Preparation of food for service</li></ul>
<i>Food service</i>	<ul style="list-style-type: none"><li>• Service of meals</li><li>• Organising the dining room for meal service</li><li>• Setting of tables</li><li>• Setting up and serving of food at school functions as required</li></ul>
<i>WHS</i>	<ul style="list-style-type: none"><li>• Practicing appropriate work methods to comply with WHS requirements</li></ul>
<i>General cleaning</i>	<ul style="list-style-type: none"><li>• Many and varied cleaning duties including daily dishwashing and pot washing chores as well as "heavy duty" weekly cleaning.</li></ul>
<i>Stock control</i>	<ul style="list-style-type: none"><li>• Receiving and putting away of stock</li></ul>
<i>Other duties</i>	Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager

## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required .

## Reporting

The Principal holds ultimate administrative responsibility however for practical purposes these responsibilities are delegated to the Business Manager. For day-to-day operational matters the role will be responsive to the directions of the Catering Manager (your supervisor).



## Selection Criteria

### General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Writing Protocol.

### Working with Children (Criminal Record Checking)

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

### Covid-19 Vaccination

It is an expectation for employment at the School that all staff have either received 2 doses of a Covid -19 vaccine or been issued with a medical contraindication certificate. This expectation is in line with Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021.

### Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

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### Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition

Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

### Essential Criteria

Formal qualifications in Food Handling and a Responsible Service of Alcohol (RSA) certificate are mandatory

Demonstrated proficiency in undertaking the range of tasks outlined above along with the physical capacity to undertake the duties is required.

The ability to communicate effectively with supervisors, students and external customer groups

Have a commitment to a harassment-free workplace and support of colleagues

Be organised regarding day-to-day routine and detail

Be punctual and reliable in relation to duty days and times

Be of good health and physical fitness and able to maintain output in a physical environment

Ability to work independently and as part of a team

Commitment to customer satisfaction

### Appointment Conditions

Kinross Wolaroi School are currently seeking Permanent, Part Time and Casual applications.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

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## Application

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Adviser on [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

or addressed to

Mrs Madeleine Bennett  
Human Resources Adviser  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

## The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using digital media.
  - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
  - The initial shortlisting process will be completed within two weeks of the closing date.
  - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
  - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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