Job Description

Position
Catering Storeperson

Reporting to
The Catering Manager

Context of the Role
Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Melbourne Grammar School provides boarding facilities for over 100 boys from Years 7-12. A full catering service is provided for boarders, including breakfast, lunch and dinner, together with morning and afternoon tea. The Catering team also provides lunch for teaching and general staff during terms times and a catering service for a variety of school-based functions throughout the year.

Purpose of the Role
The Storeperson holds responsibility for budgeting control of the food for the daily operation of the Catering Department, in addition to maintaining appropriate stock levels to meet the needs of the daily menu. The Storeperson also holds some purchasing officer responsibilities.

Key Internal Contacts

<table>
<thead>
<tr>
<th>Catering Manager</th>
<th>Head &amp; Function Chef</th>
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<tbody>
<tr>
<td>Catering Supervisor</td>
<td>Catering and Kitchen Staff</td>
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<tr>
<td>Teaching and General Staff</td>
<td>Students</td>
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</tbody>
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Key Responsibilities
The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Storeperson
- Receiving, checking, storing and rotating and issuing of food products and catering stock, including dry goods and items stored in the cool room/freezer
- Issue and restocking of items for the main kitchen, boarding houses, common rooms and staff tea rooms
- Daily cleaning and maintenance of the storeroom, cool room and freezers in the store room and other kitchens at the School (Lodge kitchen and LOTE kitchen)
- Maintain high standards of personal and food hygiene and strict adherence to food safety regulations and policies
- Receiving and dispatch of deliveries for the School

Purchasing Officer
- Ensure the correct ordering of commodities and food products, maintaining appropriate stock levels
- Maintain excellent control of weights and commodities relevant to daily and function menus
- Assist in the costing of functions and the development of standard menus
- Manage purchasing, cost control monitoring and wastage factor of food products
- Ordering catering supplies as required to support the specific requirements of teaching staff undertaking cooking activities with students
- Assist teaching staff in the catering requirements of school camps
- Perform any additional duties, as directed by the Catering Manager.

Reviewed: February 2017
Job Description

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School’s Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School’s Child Safe Policy, Code of Conduct and Procedures.

Knowledge, Skills and Qualifications

- Demonstrated thorough understanding of the requirements of a menu
- Experience in large industrial kitchen and dining hall environment
- Experience as a chef would be considered an advantage
- Possess a solid knowledge of food safety and handling
- Demonstrated ability to prioritise and multi-task
- Ability to work accurately and with minimal supervision
- Possess excellent communication skills
- Holds a current Food Handlers Certificate
- Must hold, or be willing to obtain, a current Employee Working with Children Check.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.