

Position Description

Food Service Assistant (ELC)

Centre Overview

Mueller College Early Learning Centre is a ministry of [Mueller Community Church](#) (MCC). It is co-located with the church, Mueller College (1800 students Prep-Year 12), and Peninsula Palms (Retirement Village and Residential Care Facility) in Rothwell on the Redcliffe Peninsula.

Mueller College Early Learning Centre is structured to meet the needs of children from 6-weeks up to school age, and aims to provide learning experiences that are in harmony with the Bible and which meet all government requirements. These learning experiences address the total needs of the child – spiritual, academic, physical, social, and emotional.

The mission of Mueller College Early Learning Centre is to support families by providing for their children a friendly, safe, nurturing Christian environment. In the pursuit of excellence in education and care, the Centre seeks to foster the children’s love of learning, equipping them with the foundations for lifelong learning.

Position	Food Service Assistant
Type of Employment	As per contract
Position Reports to	ELC Director
Agreement/Award	Children's Services Award 2010
Position Reviewed	May 2024
Inherent Requirements	<p>As a pastoral worker of MCC, all staff of Mueller College Early Learning Centre, regardless of role, are required to conduct themselves, in the course of employment, consistently with the Christian doctrines, tenets, beliefs and teachings of the Centre.</p> <p>It is expected that Christian qualities be lived out and exhibited daily, thus providing a specifically Christian role model and example to all the families associated with the Centre.</p> <p>It is a genuine occupational requirement of Mueller College Early Learning Centre that staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of MCC/Mueller College Early Learning Centre.</p>

<p>General Description of the Position</p>	<p>The Food Service Assistant will engage in safe food handling practices to prepare snacks and meals for the children at Mueller College Early Learning Centre. The Food Service Assistant supports the ministry and philosophy of Mueller Community Church, Mueller College, and its broader ministries by providing nutritious meals and snacks to the youngest people on campus.</p>
<p>Specific Duties and Responsibilities</p>	<p><i>Food Preparation</i></p> <ul style="list-style-type: none"> • Safely store, heat, and serve meals to ELC classrooms. • Prepare meals and snacks in a timely manner in keeping with Centre routines and in compliance with health regulations. • Carefully manage the allocation of special meals for children with allergies, intolerances, and medical conditions. • Wash and prepare fruits and vegetables. • Check and assess food deliveries. • Demonstrate the ability to read food nutritional panels and ingredient lists on products. • Demonstrate an understanding of dietary requirements relating to allergies, intolerances, and medical conditions. • Demonstrate a high level of understanding regarding food handling and cross-contamination risks when preparing food, including for allergies and intolerances. • Complete general administration as required. <p><i>Comply with Safe Food Handling and Workplace Health and Safety Policies and Procedures</i></p> <ul style="list-style-type: none"> • At all times adhere to health and safety regulations and guidelines relating to the safe handling, storage, and preparation of food. • Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by Mueller College Early Learning Centre. • At all times maintain the health, safety, and welfare of self and others in the Early Learning Centre. • Ensure a high level of cleanliness which includes but is not limited to fridges, dishwasher, microwaves, and equipment. • Ensure all serving trays, utensils, cutlery, and dishes are washed and sanitised after each meal/snack. • Maintain a sanitary and inviting kitchen workspace.

	<ul style="list-style-type: none"> • Regularly empty bins to deter pests such as insects. • Immediately report all hazards, potential hazards, incidents, and accidents in keeping with WHS policies and procedures. • Follow reasonable instruction given by the ELC in relation to health and safety at work.
Person Specification	<ul style="list-style-type: none"> • Personal commitment to Christian faith and belief in the Bible. • Be in regular fellowship and good standing with a local Christian church. • Understanding of and willingness to contribute to the mission of Mueller College Early Learning Centre. • Able to communicate effectively and follow verbal directions. • Works cooperatively and collaboratively as a team member. • Able to effectively manage multiple tasks concurrently. • Demonstrated organisational and administration skills. • Possesses a strong work ethic and willingness to serve. • Sound knowledge of food preparation, nutritional standards, and food hygiene practices. • Knowledge of WHS, and childcare policies and regulations.
Essential Qualifications and/or Experience	<ul style="list-style-type: none"> • Demonstrated food preparation experience, preferably in a licenced kitchen. • Current Working with Children Check (blue card). • Current first aid certificate including CPR, Anaphylaxis and Asthma training (ACECQA approved). • Child protection training. • Food handling training e.g., I'M ALERT Food Safety Training.

Manual Handling Tasks for this Position	Lifting	20%	} Food preparation Serving food Lifting boxes Sweeping/mopping floors Emptying bins General cleaning
	Bending	10%	
	Twisting	15%	
	Pushing	15%	
	Squatting	5%	
	Kneeling	5%	
	Reaching out	20%	
	Reaching up	10%	

<p>Child Protection</p>	<p>Mueller College Early Learning Centre is committed to ensuring that all Educators and staff involved in its operations are aware of and comply with its Child Protection Policy, mandatory reporting requirements and screening requirements under legislation.</p> <p>Centre staff are subject to the conditions of the Working with Children Check (Blue Card Services).</p>
<p>Position Review</p>	<p>All employees recognise and accept that multi-skilling is an essential component of employment and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.</p> <p>Given the dynamic environment in which the Early Learning Centre operates, the Director (or delegate) may reasonably alter the roles and responsibilities of this position at her/his discretion to serve the needs of the Centre most effectively.</p> <p>This Position Description is subject to periodic review.</p>