



POSITION DESCRIPTION

Position Title	Lead Barista Café Assistant
Tenure	Permanent 0.93FTE (averaged employee term time only)
Department	Café
Reports To	Café Manager
EBA	Anglican Schools Commission Support Staff Enterprise Agreement 2015
Classification	Lead Barista - WA Admin Tech Officer Level 2 Café Assistant – WA Domestic Canteen Assistant
Date Last Reviewed	March 2026

POSITION PURPOSE

The Lead Barista | Café Assistant is responsible for supporting the daily operation of the School Café and leading the mobile coffee van by providing high-quality coffee, food service, and excellent customer experiences to students, staff, and the wider school community. The role combines barista leadership with café support duties, including supervising and instruct students and volunteers, maintaining food safety and hygiene standards, managing stock and financial processes, and ensuring efficient and profitable operations. The position contributes to a welcoming café environment that promotes healthy food choices while supporting the values, child safety commitments, and community engagement of Georgiana Molloy Anglican School.

KEY ACCOUNTABILITIES

LEAD BARISTA

Coffee Preparation and Service

- Prepare and serve high-quality espresso-based beverages and other menu items consistently and efficiently.
- Maintain excellent knowledge of coffee preparation techniques, milk texturing, and equipment operation.
- Ensure presentation and taste standards are consistently met.
- Engage with customers in a friendly and professional manner to deliver outstanding service.

Mobile Van Operations

- Transport, open and close the coffee van as required, including setting up equipment and ensuring the van is operational and clean.
- Ensure all equipment is functioning correctly and report maintenance issues promptly.
- Maintain cleanliness and organisation of the van in line with food safety and hygiene standards.
- Ensure compliance with relevant food handling regulations and safety requirements.

Team Leadership

- Supervise, instruct and support barista staff/students during shifts.
- Provide on-the-job training and guidance to new team members.

- Allocate duties and ensure efficient workflow during busy service periods.
- Foster a positive, collaborative team environment.

•

Stock and Inventory

- Financial management, monitoring expenses are within budget and implementing strategies to minimise costs and keep menu items affordable for the customer.
- Monitor stock levels of coffee beans, milk, syrups, cups, and other supplies.
- Assist with ordering and receiving stock as required.
- Ensure stock is stored appropriately and wastage is minimised.

Cash Handling and Administration

- Process customer payments accurately using POS systems.
- Reconcile daily takings where required.
- Assist with reporting sales and operational issues to management.

Key Performance Indicators

- Ensuring that the Coffee Van operates with budget and is profitable
- Track and manage food costs, including inventory management, portion control and waste reduction, aiming to achieve cost efficiency without compromising quality
- Ensure compliance with health and safety regulations, conduct regular inspections, maintain proper hygiene standards, and monitor any violations or corrective actions needed to mitigate risks and maintain a safe environment
- Ensure Coffee van and equipment is serviced when required
- Monitor staff productivity and promote a high level of teamwork
- Implement measures to minimise waste, track waste levels and establish sustainable practices such as recycling
- Evaluate the effectiveness of promotional material and initiatives and improve future strategies
- Maintain smooth and timely operations, reduce disruptions and ensure optimal service during busy periods

CAFÉ ASSISTANT

Duties

- Assisting the School's catering function within agreed criteria
- Providing a popular and nutritious Café service to the School
- Promotion of healthy eating in keeping with the School's holistic approach to education
- Participate in the daily operation of the School Café under direct supervision of the Café Manager
- Assist in checking deliveries
- Assist in the preparation of food for the business
- Comply with food and hygiene standards
- Assist in stocktaking
- Serving students/customers
- Keep Café clean and to a high standard
- In liaison with the Café Manager, ensuring that the menu structures provide for pupil demand within the constraints of school ethos and in keeping with the accreditation guidelines
- Assisting to provide, in line with accreditation, a variety in menu with special days to explore alternative cuisine
- Managing and controlling stocks to minimise wastage and/or overstocking
- Acting proactively to encourage participation of parents in the function of the Café
- Where required, assist in catering for the School through ordering and stocking of relevant requirements

Other duties as directed by the Principal and/or Business Manager.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Display a strong dedication to customer service
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

People Management

Coffee Van Assistants
Parent Volunteers

Budget / Expenditure:

As advised by Principal and Business Manager annually

Significant Work Relationships

Internal

- Principal
- Executive staff
- Administrative staff
- Students
- Teaching staff
- Casual staff

External

- Community Customers
- Grocery supply providers
- Health Department
- Parent Volunteers

Work Pattern – 35 hours per week/Term time only

Lead Barista

- Tuesday to Friday: 7:00am to 9:30am (2.5 hours per day)
- Saturday: 7:00am to 12noon (5 hours per week)

Café Assistant

- Tuesday to Friday: 9:30am to 3:00pm (5 hours per day plus 30 minute unpaid break)

SELECTION CRITERIA AND APPLICATION PROCESS

Selection Criteria

Essential

- Demonstrated experience as a barista in a busy café or coffee environment.
- Advanced coffee-making skills, including espresso extraction and milk texturing.
- Previous experience supervising or leading a small team (preferred).
- Excellent customer service and communication skills.
- Ability to work efficiently in a fast-paced environment.
- Strong organisational skills and attention to detail.
- Food handling certificate or equivalent experience
- Formal cooking qualifications and/or equivalent experience

Desirable

- Prior experience in a school environment

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion
- Ability to work both independently and collaboratively as part of a team
- Ability to work under pressure in a calm and methodical manner
- Well-developed communication and interpersonal skills
- Ability to use initiative

Application Process – Address the following selection criteria

1. Barista Experience and Technical Skills

Demonstrated experience as a barista with strong knowledge of espresso extraction, milk texturing, and preparation of a variety of coffee beverages. Ability to work efficiently in a fast-paced environment while maintaining high standards of quality and presentation.

2. Organisation and Operational Management

Demonstrated ability to manage daily operational tasks including opening and closing procedures, stock monitoring, equipment care, and maintaining a clean and organised workspace within a mobile environment.

3. Communication and Interpersonal Skills

Highly developed communication skills with the ability to interact effectively with customers, colleagues, and management. Demonstrated ability to remain calm, professional, and solution-focused in a busy environment.

4. Commitment to Food Safety and Hygiene

Knowledge of, and commitment to, maintaining high standards of food safety, hygiene, and workplace health and safety in accordance with relevant regulations.

5. Commitment to Child Safety

Demonstrated understanding of, and commitment to, child safety and wellbeing. This includes maintaining appropriate professional boundaries with children and young people, acting in accordance with organisational child-safe policies and procedures, and actively contributing to a safe environment for children and young people in all interactions associated with the business.

ELIGIBILITY AND TRAINING REQUIREMENTS

1. Provide a National Coordinated Criminal History Check issued no longer than 6 months prior to commencing duties
2. Obtain or hold a current Working with Children Check

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child Protection Policies and Staff Code of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican school and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

