

Mana College
JOB DESCRIPTION
Staffroom Assistant

Reports to: Business Manager (BM)

Working Relationships: Member of the college administration team
 All college staff, some students and community members

Conditions of Work: 2 hours per day, week days, term time only
 Hours of work agreed with BM to ensure responsiveness to the needs of the college.
 New Zealand Education Service Caretakers and Cleaners Award

Purpose of Position: Support the college's staff with the efficient operation of the staffroom ensuring refreshments are readily available at morning tea, the area is relaxed, tidy and hygienic.

Key Responsibilities	Appraisal Indicators
<p>Effective management of the staffroom</p>	<p>Refreshments and equipment are readily available in time for staff breaks.</p> <p>A positive and inviting environment, and manner, is maintained for all staff and visitors'.</p> <p>Appropriate levels of supplies and equipment are held.</p> <p>Equipment is clean and maintained, discussion with BM for any changes.</p> <p>Benches and dishwasher are left clean and clear, with Principal's crockery etc returned to PA's office.</p>

Tasks and Duties

Effective management of the staffroom

Daily and/or weekly

- Regularly check emails, staff newsletter and term planner for any changes that may affect timing or operation of the staffroom at any time.
- Ensure that dishwasher is left empty and benches cleared before leaving
- Make sure the fridge is tidy and milk stock is well managed

- Ensure microwave and other equipment are cleaned and operational
- Change tea towels and cloths
- Clean stove tops and ovens
- Advise property staff of any rubbish and recycling that needs to be removed from Staffroom
- Be aware of any functions etc and organise/supply tea, coffee and milk as required
- Wipe fridges inside and out, spoiled/expired food is disposed of
- Dishwasher are checked, cleaned (including filters) and rinse aid refilled as required
- Wipe out oven warming drawers as required
- Manage the return/collection of any equipment, or supplies, missing from the staffroom

Prior to the end of term

- Assist with the preparation of any morning tea events as required and ensure staffroom is left clean afterwards.
- Empty cupboards and wipe out
- Defrost the freezer as required
- Manage food and supplies that need to be disposed of prior to term break • Clean oven as required
- Replace and/or replenish consumable supplies, cutlery and crockery
- Advise the BM in a timely manner of potential issues, or suggestions for improvements or equipment replacements

General Responsibilities

- Other tasks and duties may be determined in consultation with the Business Manager

Declaration

Approved by	Business Manager
Date approved	August 2021
Reviewed	