



**Position title:** Secondary Café Teacher- Greenways Café  
**Reporting to:** Greenways Café Program Manager  
**Prepared:** April 2025

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### Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

### Values

**Respect** – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

**Caring** – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

**Resilience** – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

**Service** – We work voluntarily to help others without expecting anything in return.

**Discipline** – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

**Endeavour** – We strive to do well even if it’s hard work. We have the courage to stand up for what we believe in.

**Integrity** – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

### Greenways Café Program

The Greenways Campus is Mentone Grammar’s Year 9 campus and includes the Greenways Café. The Greenways Café Program is a compulsory part of the Year 9 curriculum where students learn how to work in all sections of a Café under supervision. The students participate from 8am-3.30pm and are responsible for the day-to-day operation of the Café, including food preparation and handling, assisting with ordering and receiving consumables, marketing, sales, cash handling and customer service. Groups of 10-12 students spend 7.5 days in the program which includes six days in the Cafe, one day excursion learning “Prepare and Serve Espresso” and a half day incursion learning “Basic Food Handling”. As part of our evolving program there will be a new coffee truck joining the Cafe program. Staff and students will operate this at different locations in the school.

### Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Reporting to the GC Program Manager, the Greenways Café Teacher will assist with delivering the program and provide support to Year 9 students, to enable them to work in all the café areas successfully. In addition they will assist the GC Program Manager with Café procedures, menus and delivering recipe instructions to students.



Key responsibilities include:

- Assisting the GC Program Manager with the day-to-day teaching of students in café skills and working closely as part of a small team
- Providing differentiation in the kitchen classroom for students that require modification in some way.
- Observe and record correct student practices linked to the Prepare and Serve Espresso & Basic Food Handling course
- Providing demonstrations and delivering theory to ready students for Assessment
- Working with small groups in the new Coffee Truck away from the Cafe.
- Supporting students' learning, development and performance with coffee skills, food preparation and customer service
- Assisting with the set-up and pack-up of the Café and/or coffee truck according to procedures
- Explicitly training Year 9 students with all food preparation and food handling activities, ensuring a clean, tidy and safe environment is maintained.
- Supporting students with ordering, receiving and storing consumables in accordance with food and safety guidelines
- Ensuring the Café is always compliant with all Health and Safety and Food Hygiene regulations
- Operating the Espresso machine and coffee grinder.
- Assisting with the documentation of work instructions and procedures, such as Café procedures and recipes
- Assisting Year 9 students with additional functions out of school hours
- Encouraging and contributing to Mentone Grammar being a healthy, safe place of work.

### Key Relationships

Greenways Café Program Manager	
Students	Teaching Staff
Head of Greenways	Parents
Director of School Operations	External Suppliers and Service Providers

### Qualifications

- Current VIT registration and maintained (essential).
- Experience teaching in Food Technology or Hospitality classroom (required).
- Certificate in Prepare and serve espresso (essential).
- Food Handling Certificate (desired).
- Driving license (desired)

### Knowledge, Skills and Personal Attributes

- Knowledge of Victorian curriculum and ability to apply in a kitchen classroom environment.
- Experience working in a café environment, including food preparation and handling, ordering and receiving consumables, serving customers and POS system. (essential)
- Exceptional Customer service skills
- Ability to develop rapport and provide guidance to students
- Strong planning and organizational skills
- Ability to work as part of a team
- Ability to multitask and work under pressure during peak periods
- Strong communication skills



## **Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety**

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone 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.

## **Child Safe Standards**

**Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.**

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

**Mentone Grammar Policies can be found at: [www.mentonegrammar.net/policies](http://www.mentonegrammar.net/policies)**

## **Disclaimer**

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this 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. Mentone 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.