

## Position Title

## Position Description

<b>Position Title</b>	Café 45 Assistant
<b>Responsible to:</b>	Food Services Manager
<b>Reports to:</b>	Café and Tuckshop Coordinator
<b>Main Objective:</b>	To work in both Senior School Café 45 and Upper Primary Tuckshop, undertaking food handling, catering tasks and customer service in a correct, courteous and safe manner.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Operation of espresso coffee machine and customer orders</li> <li>• Customer service</li> <li>• Food packaging and labelling</li> <li>• Set up and stock retail areas including Upper Primary Tuckshop</li> <li>• Money handling</li> <li>• POS and counter cash sales</li> <li>• Assist in production areas of department as required and directed</li> <li>• Other duties as directed</li> </ul>
<b>Knowledge, skills and abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to provide quality customer service within a diverse client base</li> <li>• Knowledge of Workplace Health and Safety</li> <li>• Chemical handling</li> <li>• Safe food handling knowledge</li> <li>• Knowledge of work skills required within a retail food environment</li> <li>• Use of appropriate catering equipment</li> </ul>
<b>Selection criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to prioritise work and meet deadlines in a diverse retail environment</li> <li>• Demonstrate support and teamwork to colleagues within the department and across the College</li> <li>• Ability to communicate to colleagues and customers in an appropriate manner</li> <li>• Ability to be flexible within task allocation as required</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Health and Safety:                             <ul style="list-style-type: none"> <li>• take reasonable measures to protect their own health and safety and others</li> <li>• follow all reasonable Health and Safety policies, guidelines and directions</li> <li>• if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.</li> </ul> </li> <li>• Understand and uphold standards in policies and other reasonable directions as directed</li> </ul>

*Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members staff.*

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	<ul style="list-style-type: none"> <li>Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement</li> <li>Actively and effectively participates in reasonable directions provided</li> </ul> <p>The College is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College's WH&amp;S objectives depends on the cooperative efforts of everyone concerned.</p>
<b>Hours of Duty:</b>	School term time
<b>Classification:</b>	Level 1a as per Schedule 10 – Queensland Lutheran Schools Single Enterprise Agreement
<b>Location:</b>	St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILY QLD 4068

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