

Position Description

Position Title	Tuckshop Assistant
Department	Food Services
Reports To	Tuckshop Convenor
Key Reports	Food Services Manager
Overview	<p>The Tuckshop Assistant plays a key role in assisting with the daily operations of the school tuckshop, providing food and beverages to students, staff, and visitors. The assistant is responsible for food preparation, customer service, maintaining cleanliness, and ensuring a safe working environment. The role is essential in ensuring the smooth operation of the tuckshop and contributing to a positive and enjoyable experience for all customers.</p> <p>Reporting to the Tuckshop Convenor the Tuckshop Assistant is part of a large team responsible for providing healthy provisions to support learning aligned to the College's Strategic Intent - Deliver high quality customer-focused Services that are agile, responsive, efficient, and sustainable.</p> <p>This is an exciting role for a professional that wants to contribute to the success of St Peters Lutheran College.</p> <p>Working under the Tuckshop Convenor, you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p> <p>Key to the success of this role is a positive attitude and commitment to providing healthy and appealing menu options.</p>
Key Accountabilities	<ul style="list-style-type: none"> ○ Organise, produce and present meals to the highest standard adhering to food safety regulations and maintain a high standard in food preparation in line with College policy and procedure. ○ Have a profound understanding of food allergies or intolerances and is able to create a wide range of interesting items with dietary restrictions. ○ Actively contribute to the development of a positive and high performing team culture, including identifying and implementing opportunities to improve teamwork practices. positive attitude and commitment to providing healthy and appealing menu options ○ Represent the College positively in engaging with the community to build knowledge and awareness.

Position Description

Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>SC1: Food Preparation</p> <ul style="list-style-type: none"> ○ Previous experience in food preparation, service, or catering, especially in a school or community environment. ○ Knowledge of food safety, hygiene standards, and health regulations. ○ Food Safety Supervisor Certificate is highly desirable <p>SC2: Customer Service Skills</p> <ul style="list-style-type: none"> ○ Excellent customer service skills are essential for interacting with students, staff and the community. <p>SC3: Stock Management</p> <ul style="list-style-type: none"> ○ Assist in checking and replenishing stock. ○ Ensure that all stock is stored appropriately, to maintain freshness and minimizing wastage. ○ Monitor food expiration dates and notify the Tuckshop Convenor regarding expired stock. <p>SC4: Knowledge of</p> <ul style="list-style-type: none"> ○ Understanding the importance of providing nutritious options for students and promoting healthy eating aligned to Food Services Team Objective – Healthy Provisions to Support Learning. <p>SC5: Adaptability</p> <ul style="list-style-type: none"> ○ Willingness to learn new techniques, adapt to changing situations, and manage unexpected challenges in a fast-paced tuckshop environment. <p>SC6: Commitment to School Values</p> <ul style="list-style-type: none"> ○ Understanding and supporting the values and culture of the organization ○ A strong desire to contribute to the school community and be part of a team working towards a common goal.
Hours of Duty	Hours: 6.00am-2.00pm Monday to Friday
Terms and Conditions	<p>Classification – Level 1</p> <p>Salary – Refer to Enterprise Agreement</p> <p>Tenure – Permanent Part-Time 38 hours a week, 37 weeks per year</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i>.</p>
Location	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road</p> <p>INDOORROOPILLY QLD 4068</p>

Position Description

Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College's Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated