

# Position Description

<b>Position Title</b>	<b>Food Services Attendant</b>
<b>Department</b>	Food Services
<b>Reports To</b>	Head Chef
<b>Key Reports</b>	Food Services Manager
<b>Overview</b>	<p>The position of Food Services Attendant is to assist the Kitchen Brigade with the overall operations of the kitchen.</p> <p>Reporting to the Head Chef and Chef-De-Parties, the Kitchen Attendant is part of a large team responsible for assisting in the coordination of Kitchen activities and general cleaning duties 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 an individual that wants to contribute to the success of St Peters Lutheran College.</p> <p>Working under the Head Chef, 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 our Boarding Community with a healthy environment to consume their meals.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>○ Participate in daily operations cleanliness and orderliness of all kitchen and dishwasher equipment.</li> <li>○ Ensures all chinaware, cutlery and cooking utensils are clean and keeps all working areas of the kitchen clean at all times.</li> <li>○ Responsible for cleaning kitchen cold rooms, storerooms, floors, windows and walls.</li> <li>○ Keep loading dock area, chemical area and storage area clean and tidy.</li> <li>○ Must have good communication skills to communicate with Peer Colleagues to ensure communication flow.</li> <li>○ A positive attitude and commitment to providing a clean and safe working environment following all procedure in the kitchen.</li> <li>○ Represent the College positively in engaging with the community to build knowledge and awareness.</li> </ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>SC1: Experience</b></p> <ul style="list-style-type: none"> <li>○ Basic Food Hygiene Certificate</li> </ul>

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	<p><b>SC2: Food Safety and Hygiene</b></p> <ul style="list-style-type: none"> <li>○ A solid understanding of food safety regulations hygiene practices, sanitation, and the prevention of foodborne illnesses.</li> </ul> <p><b>SC3: Teamwork and Communication</b></p> <ul style="list-style-type: none"> <li>○ Ability to work effectively as part of a kitchen team, communicate clearly with colleagues, and follow instructions accurately.</li> </ul> <p><b>SC4: Attention to Detail:</b></p> <ul style="list-style-type: none"> <li>○ Meticulousness in general cleaning duties within the kitchen or food preparation area, including operating industrial dishwashing machines. Cleaning of cooking utensils, cutlery and crockery and maintaining a clean and organized workspace.</li> </ul> <p><b>SC5: Adaptability</b></p> <ul style="list-style-type: none"> <li>○ Willingness to learn new techniques, adapt to changing situations, and manage unexpected challenges in a fast-paced kitchen environment.</li> </ul> <p><b>SC6: Technical Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Experience in Microsoft Office packages and Internal Databases is highly desirable.</li> </ul>
<b>Hours of Duty</b>	Hours: Must be flexible – Various hours; including weekends and public holidays
<b>Terms and Conditions</b>	<p><b>Classification</b> – Level 1a</p> <p><b>Salary</b> – Refer to Enterprise Agreement</p> <p><b>Tenure</b> – Casual</p> <p><b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i></p>
<b>Location</b>	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road</p> <p>INDOORROOPILLY QLD 4068</p>
<b>Professional Behaviours</b>	<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>
<b>Child Protection</b>	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.

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<b>Health &amp; Safety</b>	<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>
<b>Policies &amp; Procedures</b>	<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>
<b>Compliance Requirements</b>	<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>
<b>Other relevant information</b>	<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](http://www.stpeters.qld.edu.au)

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