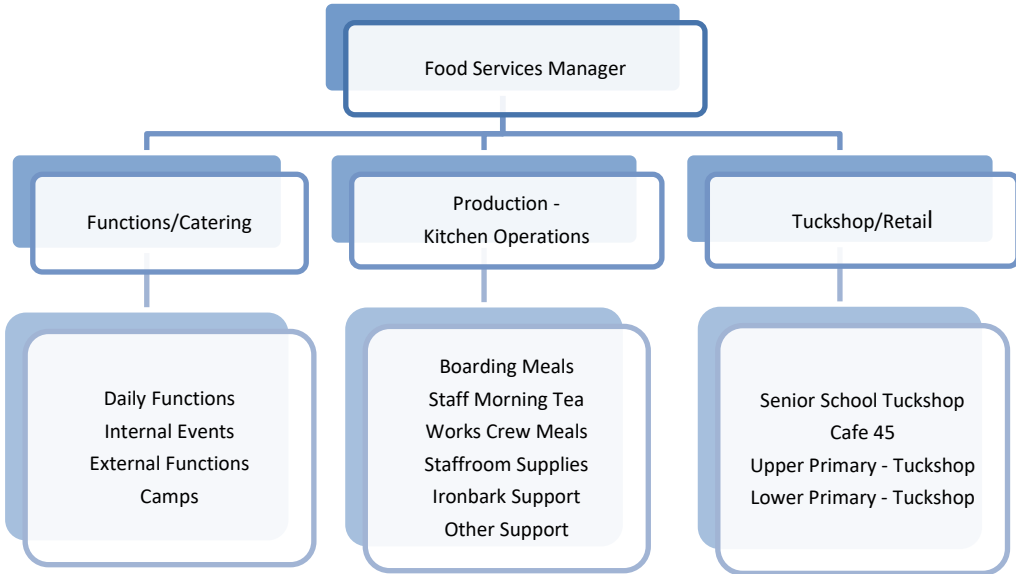
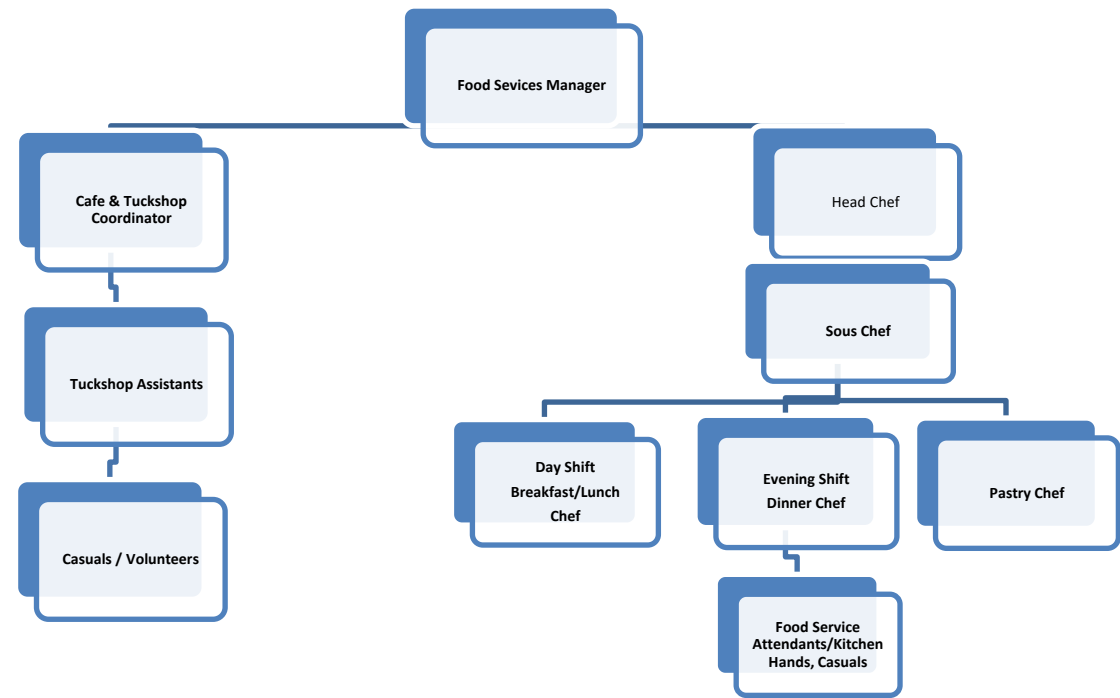


POSITION DESCRIPTION

Position Title	Food Services Attendant – Kitchen Hand
Responsible to:	Food Services Manager
Reports to:	Head Chef
Main Objectives:	The main objectives of this role are to assist the Kitchen Brigade with the overall operations of the Kitchen. - Assisting in the coordination of Kitchen activities and general cleaning duties. - Eager to learn all procedures in the Kitchen as instructed. - Has to be able to follow directions and displays a professional image to promote the Food Services Department and St Peters Lutheran College to internal and external customers at all times.
Department Structure:	 <pre> graph TD FSM[Food Services Manager] --> FC[Functions/Catering] FSM --> PKO[Production - Kitchen Operations] FSM --> TR[Tuckshop/Retail] FC --> FC_Box["Daily Functions
Internal Events
External Functions
Camps"] PKO --> PKO_Box["Boarding Meals
Staff Morning Tea
Works Crew Meals
Staffroom Supplies
Ironbark Support
Other Support"] TR --> TR_Box["Senior School Tuckshop
Cafe 45
Upper Primary - Tuckshop
Lower Primary - Tuckshop"] </pre>
Staff Structure & Reporting Lines:	 <pre> graph TD FSM[Food Services Manager] --> CTC[Cafe & Tuckshop Coordinator] FSM --> HC[Head Chef] CTC --> TA[Tuckshop Assistants] TA --> CV[Casuals / Volunteers] HC --> SC[Sous Chef] SC --> DSBLC[Day Shift Breakfast/Lunch Chef] SC --> ESC[Evening Shift Dinner Chef] SC --> PC[Pastry Chef] ESC --> FSAKH[Food Service Attendants/Kitchen Hands, Casuals] </pre>

Duties & Responsibilities:	The duties and responsibilities of this role are as follows: <u>General Aptitude</u> • Responsible for the cleanliness and orderliness of all kitchen and dishwashing equipment. • Ensures all chinaware, cutlery and cooking utensils are clean and keeps all working areas of the kitchen clean at all times. • Responsible for cleaning kitchen cold rooms, store rooms, floors, windows and walls. • Keep loading dock area, chemical area and storage area clean and tidy. • Required to assist in general food preparation. • Must have good communication skills to Communicate with Head Chef, Peer Colleagues to ensure communication flow. • A positive attitude and commitment to providing a clean and safe working environment. <u>Compliance</u> • Must following correct food hygiene standards. • Ensures that all operating equipment in the Kitchen is clean and in good working order and informs the Head chef of any damaged or faulty equipment. <u>Catering/Functions</u> • Assist with functions, including room setup when required. • Responsible for packing up and cleaning down after function.
Workplace, Health & Safety:	Workplace Health & Safety: • In addition to the mandatory duties and obligations imposed by the statutory requirements, all staff must be familiar with the Work Health and Safety Act 2011 and the policies and procedures associated therewith. • Must have through knowledge of all chemicals used for cleaning and follow SDS instructions. • Must use appropriate protective clothing and equipment. • Ensures that lifting procedures are conducted in a safe and appropriate manner and follows safe work practices to prevent accidents. • Will not wilfully or recklessly interfere with or miss-use any equipment.

Selection Criteria	<i>These selection criteria will form the basis to assess applicants for short-listing:</i>
	SC1 Qualifications/Experience • Basic Food Hygiene Certificate. • Good knowledge of WHS. • Chemical handling skills. • Must hold a blue card; or be eligible to apply for one. SC2 Communication Skills • Excellent oral and listening skills. • Ability to follow instructions. • Must be eager to learn all procedures in the kitchen as instructed. • Attend communication meeting and training sessions as required. SC3 Interpersonal and Team Skills • Possession of high level of interpersonal skills. • Demonstrate ability to work as part of a team in a large department. • Demonstrate the ability to consult with staff to achieve common goals. SC4 Technical Knowledge • Experience in Microsoft Office packages and internal databases.
Hours of Duty:	Must be flexible – various hours; including weekends and public holidays.
Classification:	As per Queensland Lutheran Schools Single Enterprise Agreement 2024 Schedule 10 1(a)
Location:	Food Services Department St Peters Lutheran College – Indooroopilly 66 Harts Road INDOORROOPILLY QLD 4068

October 2025

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