



Position Description

Position Title	Café Assistant
Department	Food Services
Reports to	Manager, Administration and Operations
Direct Reports	N/A
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day school in Springfield.</p> <p>The position of Café Convenor leads the preparation and service of food, menu planning and food ordering, restocking and stock rotation and assisting parents and staff with online ordering.</p> <p>Working under the broad supervision of the Manager Administration and Operations, you will actively support the efficient and effective operation of the café and contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity.</p> <p>You will foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>
Key Accountabilities	<p>Manage the preparation and service of food including sorting and organising online orders.</p> <p>Lead stock ordering, purchase orders, restocking and assist with stock rotation in the café.</p> <p>Receive orders and check invoices before handing to Finance.</p> <p>Assist parents, staff and students with online orders and enquiries ensuring to note child allergies and food sensitivities.</p> <p>Implement and enhance effective processes and procedures in the café to ensure efficient service provision to students, parents and staff.</p> <p>Follow and promote the implementation of workplace health and safety procedures and food safety and food hygiene practices.</p> <p>Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes.</p> <p>Represent the College positively in engaging with the community.</p>
Key Relationships	<p>Internal: all staff, students and parents</p> <p>External: contractors and delivery services</p>



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Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and qualifications</p> <p>SC1: Previous experience working in a tuckshop/canteen and operating basic tuckshop equipment including the possession of; or willing to obtain an "I'm Alert" Food Safety Certificate prior to commencing (free online food safety Certificate prior to commencing).</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Proven ability to provide quality and friendly customer services to students, parents and staff with the ability to work as an effective team member of a cohesive team.</p> <p>SC3: Experience working in a fast-paced environment including often working unsupervised or with limited supervision with a demonstrated commitment to the successful delivery of service.</p> <p>SC4: Highly developed organisational, time management, and problem-solving skills with the ability to manage and meet the demands of multiple tasks, competing priorities, and deadlines.</p> <p>Personal capabilities</p> <p>SC5: Maintain personal appearance, cleanliness and demeanor at the highest level, including wearing the College-provided uniform.</p> <p>Christian Ethos</p> <p>SC6: An understanding of, respect and demonstrable support for the College's Christian ethos.</p>
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Job Details	
Position Status	School term time
Hours of Duty	Part time - 25 hours per week Monday to Friday, 8am to 1pm Term time position, 40 school calendar weeks per year
Classification	Level 2
Annual Salary	\$34,391.23 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College Springfield 42 Wellness Way, SPRINGFIELD QLD 4300



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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 uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</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 Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <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	Further information about St Peters can be found at www.stpeters.qld.edu.au



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29 January 2026