



## Position Description

<b>Position Title</b>	<b>Food Services - Cook</b>
<b>Department</b>	Food Services
<b>Reports to</b>	Food Services Manager
<b>Direct Reports</b>	N/A
<b>Purpose and Objectives</b>	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The <b>Food Services - Cook</b> plays a vital role in supporting the efficient and high-quality operation of the College's Food Services Department.</p> <p>Under the guidance of the Head Chef and Chef-de-Partie, you will assist in the overall operations of the kitchen, including preparing and cooking meals, supporting catering tasks, and ensuring food is handled safely and served to a high standard.</p> <p>You will uphold the College's standards of performance and integrity, foster a positive workplace culture, and build respectful partnerships with colleagues and stakeholders. Success in this role requires reliability, attention to detail, and a commitment to delivering exceptional food service that supports the broader College operations.</p>
<b>Key Accountabilities</b>	<p><b><u>Day-to-day operational services</u></b></p> <ul style="list-style-type: none"><li>• Organise, produce, and present meals to the highest standard as directed by the Head Chef and Chef de Partie.</li><li>• Demonstrate strong communication skills to effectively liaise with colleagues and subordinate staff, ensuring clear and consistent communication.</li><li>• Ensure food preparation aligns with quality standards and complies with College policies and procedures.</li><li>• Maintain a positive attitude and a strong commitment to providing healthy and appealing menu options.</li><li>• Demonstrate a thorough understanding of food allergies and intolerances, with the ability to create a wide range of appealing menu items that meet dietary requirements.</li></ul>
<b>Key Relationships</b>	Head Chef/ Chef-de-Partie



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<p><b>Committee Membership</b></p>	<p>N/A</p>
<p><b>Selection Criteria</b></p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>SC 1: Qualifications and Experience</b></p> <p>Minimum of 2 years' experience in a commercial kitchen, preferably within an education, boarding, or institutional setting          Current Food Safety Supervisor Certificate          Current Basic Food Hygiene Certificate          Certificate II in Commercial          Current Blue Card, or eligibility to obtain one prior to commencement          Demonstrated experience supervising and supporting kitchen staff</p> <p><b>SC2: General Aptitude</b></p> <p>Demonstrated ability to prepare and present nutritious, well-balanced, and appealing meals for students, boarders, staff, and visitors          Well-developed communication skills, with the ability to engage professionally and respectfully with students, staff, and external providers.          Effective time management and organisational skills with the ability to work effectively within a structured school timetable.          Proven ability to work collaboratively as part of a team and contribute positively to a safe, inclusive, and supportive school environment.</p> <p><b>SC3: Motivation</b></p> <p>A positive, student-focused approach with a strong commitment to student wellbeing and the delivery of high-quality food services.          Demonstrated ability to provide a diverse range of meal options, including catering for allergies, cultural considerations, and special dietary requirements.          Evidence of initiative and ability to work independently while complying with school policies and procedures.</p> <p><b>SC4: Knowledge</b></p> <p>Sound knowledge of food hygiene legislation, food safety standards and allergen management.          Understanding of workplace health and safety requirements relevant to both hospitality and educational environments.          Knowledge of nutrition principles appropriate for children and adolescents.</p>



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<b>Position Status</b>	Permanent Part Time
<b>Hours of Duty</b>	Ordinary hours between 5 AM – 2 PM Monday - Saturday
<b>Classification</b>	Schedule 11 Kitchen Employee Level 2 Cook
<b>Annual Salary</b>	\$63,352 per annum (gross) plus Superannuation pro rata <b>Terms and Conditions</b> – Please refer to the Employment Contract, which may or may not include reference to the <a href="#">Queensland Lutheran Schools Single Enterprise Agreement 2024</a> .
<b>Superannuation</b>	12.75% employer contribution from 1 July 2025
<b>Location</b>	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068
<b>Professional Behaviours</b>	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.  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.
<b>Child Protection</b>	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.  Employees must understand and adhere to the College’s Child Protection Policy and Procedures.
<b>Health &amp; Safety</b>	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.  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.
<b>Policies &amp; Procedures</b>	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.



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<b>Compliance Requirements</b>	<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>
<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>
<b>Further Information</b>	<p>Further information about St Peters can be found at <a href="http://www.stpeters.qld.edu.au">www.stpeters.qld.edu.au</a></p>

4 March 2026