



## Position Description

<b>Position Title</b>	<b>Food Services Assistant – Kitchen Hand</b>
<b>Department</b>	Food Services
<b>Reports to</b>	Café and Tuckshop Coordinator
<b>Direct Reports</b>	N/A
<b>Purpose and Objectives</b>	<p>The Food Services Assistant plays an important role in supporting the efficient and high-quality operation of the College’s Food Services Department.</p> <p>As part of the Food Services team, you will work in both the Senior School Café 45 and the Upper Primary Tuckshop, undertaking food handling, catering tasks and customer service in a courteous and safe manner.</p> <p>Under the direct supervision of the Café and Tuckshop Coordinator and the broad guidance of the Food Services Manager, 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 service that supports the broader College operations.</p>
<b>Key Accountabilities</b>	<p><b>Day-to-day operational services</b></p> <ul style="list-style-type: none"> <li>• Customer service including taking orders</li> <li>• Operation of espresso coffee machine</li> <li>• Food packaging and labelling</li> <li>• Set up and stock retail areas including Upper Primary Tuckshop</li> <li>• Money handling</li> <li>• POS and counter cash sales</li> <li>• Assist in production areas of department as required and directed</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Comply with the College’s Food Safety Plan requirements and ensure that the correct procedures are followed and that the Plan is easily accessible.</li> <li>• Understand and comply with the College’s Food Safety Policy and take reasonable measures to protect own health and safety and that of others.</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Be honest and trustworthy</li> <li>• Be collaborative and ensure a team approach.</li> <li>• Participate in training sessions as required.</li> <li>• Other duties as delegated by Leader and /or Head of College.</li> </ul>
<b>Selection Criteria</b>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p><b>SC1 - Qualifications/Experience</b></p> <ul style="list-style-type: none"> <li>• Possess or are willing to obtain an “I’m Alert” Food Safety Certificate prior to commencing (free online food safety training course)</li> <li>• Prior work experience in food services industries preferred.</li> </ul> <p><b>SC2 – Technical Skills</b></p>



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- Ability to provide quality customer service within a diverse client base
  - Knowledge of the Workplace Health and Safety
  - Understanding of handling chemicals
  - Knowledge of work skills required within a retail food environment
  - Use of and experience with working with catering equipment, following manufactures instruction / Standard Operating Procedure (SOP)
- SC3 - Communication**
- Customer service and effective interpersonal skills to work effectively with all stakeholders
- SC4 - Physical Awareness**
- Possession of a reasonable level of physical fitness to perform the inherent duties of the role including manual handling tasks, e.g., lifting bags.
  - Pride in personal appearance, cleanliness and demeanour, including wearing the College-provided uniform.
- SC5 – Personal capabilities**
- Ability to be flexible within task allocation as required
  - Ability to prioritise work and meet deadlines in a diverse retail environment
- SC6 – Christian Ethos**
- An understanding of, respect and demonstrable support for the College’s Christian ethos.



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<b>Position Status</b>	Casual
<b>Hours of Duty</b>	Monday to Friday Ordinary Hours 7 AM – 3 PM
<b>Classification</b>	Schedule 11 Kitchen Hands Level 1
<b>Annual Salary</b>	\$40.7420 per hour (gross) (plus 25% loading for casual staff) <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, INDOOROOPIILLY 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.  If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes 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 Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
<b>Compliance Requirements</b>	Right to work in Australia. Current Blue Card and/or Queensland College of Teachers Registration.  Identified positions will require additional security clearances. All successful candidates will be



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	<p>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 include 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>

June 2026