



Position Description

Position Title	Food Services Assistant - Tuckshop
Department	Food Services
Reports to	Food Services Coordinator
Direct Reports	N/A
Purpose and Objectives	The Food Services Assistant - Tuckshop plays an important role in supporting the efficient and high-quality operation of the College's Food Services Department. As part of the Food Services team, you will work in both the Senior School Café 45 and the Upper Primary Tuckshop, undertaking food preparation and assembly, catering tasks and customer service in a courteous and safe manner. Under the direct supervision of the Food Services 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.
Key Accountabilities	Day-to-Day Operational Services • Prepare food and beverages in line with menu requirements and food safety standards • Assist with assembling meals, snacks, and lunch orders • Serve food to students, staff, and customers efficiently and courteously • Ensure correct portion sizes and presentation of food items • Provide friendly and helpful service to students, staff, and visitors • Assist younger students with placing orders where required • Handle customer enquiries and resolve minor issues professionally • Promote a positive and welcoming tuckshop environment • Operate the cash register or point-of-sale system • Accurately handle cash, EFTPOS transactions, and online orders • Count and reconcile cash under supervision • Assist with order processing and basic record keeping • Assist with receiving deliveries and checking stock • Rotate stock to maintain freshness and minimise waste • Replenish displays and storage areas • Report low stock or damaged goods to the supervisor • Clean food preparation areas, equipment, and utensils • Dispose of waste correctly and recycle where required • Maintain cleanliness of dining and service areas • Work collaboratively with the tuckshop supervisor, staff, and volunteers • Follow instructions and adhere to school policies • Communicate clearly regarding orders, shortages, and issues • Provide support during peak service times (e.g. recess and lunch)



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	Workplace Health and Safety • Always follow all food handling and hygiene regulations • Maintain high standards of personal hygiene, including handwashing and appropriate PPE • Ensure food preparation and storage areas are clean, safe, and organised • Monitor and maintain correct temperature control for hot and cold food storage • Comply with school and government food safety guidelines • Adhere to the Work Health and Safety Act 2011 (Qld) and College WH&S requirements • Contribute to a safe environment for staff, students, and visitors • Maintain a safe and child-friendly environment • Report safety hazards, risks, or incidents appropriately General Responsibilities • Foster an honest, respectful, and trustworthy working environment • Contribute to a team-oriented approach in all duties • Participate in training and development sessions as required • Support healthy eating initiatives and nutrition guidelines • Follow school policies, including student wellbeing, behaviour, and confidentiality requirements • Maintain professional boundaries and conduct at all times • Perform other duties as directed by the supervisor, Leader, or Head of College
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 – Qualifications, Certifications and Experience • Demonstrated working knowledge, or ability to acquire knowledge, of safe food handling procedures, including PPE and food hygiene • Prior work experience in food service industries (preferred but not essential) SC2 – Compliance and Workplace Safety • Knowledge of Workplace Health and Safety (WHS) requirements • Understanding of safe food handling practices • Knowledge of chemical handling procedures • Ability to follow manufacturer instructions and Standard Operating Procedures (SOPs) when using equipment SC3 – Core Professional Skills • Ability to provide quality customer service within a diverse client base • Proven interpersonal and communication skills to work effectively with all stakeholders • Knowledge of work practices within a retail food environment • Experience using appropriate catering equipment • A positive attitude and commitment to preparing appealing meals • Ability to work independently and use initiative • Demonstrated professional presentation, including maintaining personal appearance, cleanliness, and adherence to uniform standards • Sufficient physical fitness to perform role duties, including manual handling (e.g. lifting bags)

Position Description

	SC4 – Organisational Alignment (Christian Ethos) An understanding of, respect for, and demonstrable support for the College's Christian ethos
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Job Details	
Position Status	Permanent Term Time
Hours of Duty	Part Time– 30 hours per week 38 weeks per year
Classification	Schedule 11 - Level 2
Annual Salary	\$66,519.00 per annum (pro-rated) Terms and Conditions – Please refer to the Employment Contract
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	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.
Child Protection	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.
Health & Safety	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.
Policies & Procedures	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.



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Compliance Requirements	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 required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	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. 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. 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. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

20 August 2026