St Peters Lutheran College

# Position Description

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| **Position Title** | **Food Services Attendant – Kitchen Hand** |
| **Department** | Food Services |
| **Reports to** | Food Services Manager/Head Chef |
| **Direct Reports** | N/A |
| **Purpose and Objectives** | St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.<br><br>The main objective of Food Services Attendant – Kitchen Hand is to assist the Food Services team with the efficient and smooth operation of the kitchen.<br><br>Working under the supervision of the Head Chef you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.<br><br>Key to the success of this role is:<br><br>• Assisting in the coordination of kitchen activities and general cleaning duties.<br>• Eager to learn all standard operating procedures in the kitchen as instructed.<br>• Must be able to follow directions and display a professional image to always promote the Food Services department and St Peters Lutheran College to internal and external customers. |
| **Key Accountabilities** | The duties and responsibilities of this role are as follows:<br><br>**General Aptitude**<br><br>• Responsible for the cleanliness and orderliness of all kitchen and dishwashing equipment.<br>• Ensure all chinaware, cutlery, and cooking utensils are clean and keep all working areas of the kitchen clean at all times.<br>• Responsible for cleaning kitchen cold rooms, storerooms, floors, windows, and walls.<br>• Keep loading dock area, chemical area and storage area clean and tidy.<br>• Required to assist in general food preparation.<br>• Must have good communication skills to communicate with Head Chef and peer colleagues to ensure communication flow.<br>• A positive attitude and commitment to providing a clean and safe working environment.<br><br>**Compliance**<br><br>• Must follow correct food hygiene standards. |

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| | • Ensure that all operating equipment in the kitchen is clean and in good working order and inform the Head Chef of any damaged or faulty equipment.<br><br>**Catering/Functions**<br><br>• Assist with functions, including room set up when required.<br><br>• Responsible for packing up and cleaning down after functions.<br><br>**Workplace Health & Safety**<br><br>• 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.<br><br>• Must have thorough knowledge of all chemicals used for cleaning and follow SDS instructions.<br><br>• Must use appropriate protective clothing and equipment.<br><br>• Ensure that lifting procedures are conducted in a safe and appropriate manner and follow safe work practices to prevent accidents.<br><br>• Will not willfully or recklessly interfere with or miss-use any equipment.<br><br>Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with. |
| **Selection Criteria** | These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.<br><br>**SC1 Qualifications/Experience**<br><br>• Basic Food Hygiene Certificate.<br><br>• Good knowledge of WHS.<br><br>• Chemical handling skills.<br><br>• Must hold a blue card; or be eligible to apply for one.<br><br>**SC2 Communication Skills**<br><br>• Excellent oral and listening skills.<br><br>• Ability to follow instructions.<br><br>• Must be eager to learn all procedures in the kitchen as instructed.<br><br>• Attend communication meeting and training sessions as required.<br><br>**SC3 Interpersonal and Team Skills**<br><br>• Possession of high level of interpersonal skills.<br><br>• Demonstrate ability to work as part of a team in a large department.<br><br>• Demonstrate the ability to consult with staff to achieve common goals. |

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| | **SC4 Technical Knowledge**<br>• Experience in Microsoft Office packages and internal databases.<br>**Personal capabilities**<br>**SC5:** Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.<br>**SC6:** Demonstrated commitment to reach their own potential (Plus Ultra) and in a manner that aligns with the College's strategic and operational objectives and values.<br>**Christian Ethos**<br>**SC7**: An understanding of, respect and demonstrable support for the College's Christian ethos. |

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| **Position Status** | Casual |
| **Hours of Duty** | Must be flexible – various hours; including weekends and public holidays<br>Ordinary Hours: 7 AM – 3 PM<br>Term Time |
| **Classification** | Schedule 11 – Level 1 |
| **Annual salary** | $64,625.00 per annum plus Superannuation.<br>**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 – Indooroopilly<br>66 Harts Road, INDOOROOPILLY QLD 4068 |

| Our Values | |
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| **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.<br>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable<br>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.<br>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.<br>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. |

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| Our Values | |
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| **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. |
| **Compliance Requirements** | Right to work in Australia<br><br>Current Blue Card and/or Queensland College of Teachers Registration.<br><br>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.<br><br>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 includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.<br><br>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.<br><br>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.<br><br>The collection and handling of information will be consistent with the requirements of the *Privacy Act 1988*. |
| **Further Information** | Further information about St Peters can be found at www.stpeters.qld.edu.au |

30 October 2026