St Peters Lutheran College

Position Description

Position Title	**Food Services Coordinator**
Department	Food Services
Reports to	Food Services Manager
Direct Reports	Food Services Assistants (Tuckshop)
Purpose and Objectives	The Food Services Coordinator is responsible for the leadership, coordination and daily operation of the Senior School Café 45 and Upper Primary Tuckshop at St Peters Lutheran College. This role involves undertaking food handling, catering tasks and customer service in a correct, courteous, and safe manner. The Coordinator is responsible for the management and coordination of all aspects of the retail food outlets including menu selection and food preparation, stock ordering, budgeting, and staff resourcing. The role is responsible for delivering a high level of service, ensuring a safe, clean, and welcoming environment that supports student wellbeing and aligns with the College's Strategic Intent. This role requires a proactive leader who can motivate and develop team members while maintaining high standards of accountability, professionalism and service excellence. Success in this role will be demonstrated through effective people leadership, strong operational management, excellent stakeholder relationships, and a commitment to providing healthy and appealing food options that support learning and wellbeing.
Key Accountabilities	**People Leadership and Team Management** • Provide day-to-day leadership, supervision and support to Tuckshop staff, fostering a culture of teamwork, accountability, professionalism and continuous improvement. • Coordinate staff rosters, daily work allocation and workflow to ensure efficient operations and appropriate staffing levels. • Support recruitment, onboarding, induction and training of new team members. • Coach, mentor and develop staff enhance capability, engagement and performance. • Conduct regular performance conversations and provide constructive feedback to support individual and team success. **Menu Development and Nutrition** • Prepare and deliver nutritious, appealing menu options aligned with the Food Services Team objective of providing healthy provisions to support learning. • Demonstrate a thorough understanding of food allergies, intolerances and dietary requirements. • Develop and implement menu options that cater to a diverse range of dietary needs while maintaining quality and presentation standards.

	Inventory and Financial Management • Manage stock ordering, inventory control and supplier relationships to ensure cost-effective purchasing and product availability. • Monitor stock levels, minimise wastage and ensure effective stock rotation practices. • Contribute to budget management and responsible expenditure within the Tuckshop operation. • Analyse sales trends and identify opportunities to improve service delivery, menu performance and operational efficiency. **Stakeholder Engagement** • Build positive relationships with students, staff, parents and members of the College community. • Represent the College and Food Services Department professionally in all interactions. • Collaborate with internal stakeholders to support College events, activities and strategic initiatives. • Contribute to the promotion of healthy eating and awareness of Food Services programs across the College community. **Workplace Health and Safety** • Comply with the College's Food Safety Plan, ensuring all procedures are followed, and documentation remains accurate and accessible. • Adhere to the College's Food Safety Policy and take reasonable care for personal health and safety, as well as the safety of others in the workplace. **General Responsibilities** • Demonstrate honesty, integrity, and professionalism in all duties. • Foster a collaborative approach and actively contribute to a team-oriented environment. • Participate in training and professional development as required. • Undertake additional duties as delegated by the Leader and/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: Experience in Food Service Leadership** • Demonstrated experience leading and coordinating food service, catering or hospitality operations. • Proven ability to supervise staff and effectively manage day-to-day operations in a fast-paced environment. • Sound knowledge of food safety legislation, hygiene standards and compliance

	requirements. • Food Safety Supervisor Certificate. **SC2: People Leadership and Staff Development** • Demonstrated ability to lead, motivate, coach and develop staff to achieve individual and team objectives. • Experience fostering a positive and high-performing team culture. • Ability to manage staff performance, accountability and workplace expectations. • Strong written and verbal communication skills with the ability to influence and build effective working relationships. • Experience coordinating staff rosters, workloads and training programs. **SC3: Financial and Resource Management** • Experience managing budgets, stock control, purchasing and cost management. • Understanding of inventory management and financial accountability principles. • Ability to monitor operational performance and identify opportunities for improved efficiency and sustainability. **SC4: Customer Service and Stakeholder Engagement** • Demonstrated commitment to delivering outstanding customer service. • Ability to build positive relationships with students, staff, parents and the broader College community. • Strong problem-solving skills with the ability to respond effectively to operational challenges. **SC5: Knowledge of Healthy Eating and Nutrition** • Understanding of healthy food provision within a school environment. • Experience creating and implementing nutritious menu options that align with healthy eating principles. • Sound knowledge of allergen management and special dietary requirements. **SC6: Adaptability and Continuous Improvement** • Ability to adapt to changing priorities and respond positively to challenges. • Demonstrated initiative in improving systems, processes and team performance. • Commitment to ongoing learning and professional development. **SC7: Commitment to College Values** • Demonstrated commitment to the Mission, values and Christian ethos of St Peters Lutheran College. • Ability to model professionalism, integrity, balance, teamwork and effective

	communication. • Commitment to fostering a safe, respectful and inclusive workplace and learning environment.

Job Details	
Position Status	Permanent
Hours of Duty	Part Time – 38 hours per week Monday to Friday, 6am – 2pm 40 weeks (37 school term weeks + 3 non-teaching weeks)
Classification	Schedule 11 – Level 3
Annual Salary	$70,438.00 per annum pro-rated **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 66 Harts Road, INDOOROOPILLY 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. 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.
Policies &	Employees are expected to understand and act in accordance with St Peters policy and

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Procedures	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. 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 *Privacy Act 1988*.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

5 November 2026