



St James College

Services Staff Cook Assistant POSITION DESCRIPTION

GENERAL INFORMATION

1.1 Position Information

Position Title:	Services Staff – Cook Assistant
Classification Level:	Level 3
Status:	New
Employment Type:	Full time, term-time (specific times/days of work will be negotiated in conjunction with the Principal and Deputy Principal)
Team/Department:	Business Team
Reports To:	Business Manager, Deputy Principal or delegate

1.2 Employment Information

Employer:	Edmund Rice Education Australia Colleges Ltd
School:	St James College
Location:	201 Boundary Street, Spring Hill, Brisbane
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023 - 2026

1.3 Organisational Chart

An organisational chart relevant to this position is outlined as ATTACHMENT 1.

1.4 Further Information

For further information about the role, please contact René Steenkamp at rsteenkamp@stjamescollege.qld.edu.au.

2. PURPOSE

The Cook Assistant will assist with the planning, preparing and provision of nutritious meals and snacks for students and staff.

They must have good knowledge food preparation methods and is responsible for ensuring food hygiene and sanitation standards are maintained, goods are receipted and stored, and food is prepared and served in a safe and hygienic manner. They must also be able to work quickly and efficiently to ensure that customers receive quality meals in a timely manner.



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3. QUALIFICATIONS/REQUIREMENTS OF THE ROLE

3.1 Requirements of the Role

- Strong knowledge of HACCP and food safety compliance
- Strong knowledge of nutrition, food safety and hygiene practices
- Good organizational and time management skills
- Ability to work independently and as part of a team
- Ability to adhere strictly to directives and instructions from superiors
- Knowledge of the basic skills involved in cooking; how to prepare recipes offered by the establishment; how to use pans, knives, grills and other cooking equipment
- Must have self-confidence to be comfortable with all persons
- Must possess the ability to be flexible
- Ability to work with little or no supervision
- Ability to integrate into a team

The position must hold and maintain a current Queensland Working with Children Clearance (Blue Card) and is subject to EREA and legislative screening procedures and St James College training requirements in adherence to EREA's commitment to child protection policies and procedures.

3.2 Qualifications of the Role

- Current Food Safety Certificate (Level 1) with knowledge of food safety policies and procedures preferred
- Demonstrated experience in a similar school setting preferred
- Barista Training

4. TYPICAL DUTIES

4.1 The typical duties of the role may include:

- Interacting with customers and taking orders
- Using the coffee machine, blender and other kitchen machinery to prepare drinks
- Clearing and cleaning tables
- Taking payment and handling cash
- Liaising with kitchen and wait staff regarding the menu specials and changes or stock issues
- Restocking items on shelves and in fridges and freezers
- Maintaining food hygiene and safety standards
- Ensuring all processes run smoothly to support management
- Assisting with salad/sandwich preparation

4.2 Compliance

- Complying with the employer Code of Conduct and related policies, including but not limited to:
 - Child Protection Policy and procedures
 - Workplace Health and Safety Policies and procedures
 - Social Media Policy
 - Workplace Bullying and Harassment Policy
 - Other relevant School/College policies as deemed necessary.
- Adherence to health and safety standards
- HACCP and food safety compliance
- Take a shared responsibility to ensure the safety and well-being of self and others
- Utilise all protective equipment provided and as instructed
- Work in a safe manner while exercising due care and caution