



Careers at SCOTS PGC College

Information for applicants

Vacancy: Catering Assistant (Re-advertised)
Closing date: Monday, 5 November 2018
Commencement date: As soon as possible

The College

We are a co-educational day and boarding school in a beautiful rural setting on the outskirts of the city of Warwick, about two hours from the state capital, Brisbane. With a student population from Prep to Year 12, we offer a uniquely personalised education where both breadth and balance are features of our programme.

An integral element of College life is our emphasis on character development. We want our students to challenge themselves to reach their full potential. Therefore, it is no wonder that people often say – *this is the school where country values inspire excellence!*

Though, in our 100th year, we are forward looking. We aspire to be the College of first choice for families that want their sons and daughters to grow well as people. Like parents, we aspire for our young men and women to be confident that the College has given them the skills and attributes to create a successful future.

Our vision

To inspire students to be their best.

Our values

We affirm five values that underpin all that we seek to achieve for the students of SCOTS PGC;

- Spirit
- Tenacity
- Authenticity
- Excellence
- Respect

The role

The Catering Assistant will provide support and service in order for the Catering Team to produce high quality meals for our boarding and day students. This will require the successful applicant to complete a range of tasks, including preparing ingredients, cleaning, washing up and the transport and serving of meals.



This is a part-time, term-time only position for approximately 25 hours per week. To be successful in this role you must be committed to working irregular hours, including evenings and weekends.

A manual driver's licence is essential for this position.

Selection criteria

1. Practical knowledge of food safety and work health and safety specific to a commercial kitchen context. Food Safety Supervisor certificate is desirable.
2. The ability to perform manual tasks.
3. The ability to work effectively and harmoniously as a part of a small, dedicated team.
4. An ability and willingness to work irregular hours, including evenings and weekends.
5. A current Open class, manual driver's licence is essential.
6. Previous experience working in a commercial kitchen environment requiring you to complete work to a high standard within established timeframes would be desirable.
7. The ability to obtain a Positive Notice (Blue Card) for working with children in Queensland.

How to apply

Completed applications can be submitted via email to employment@scotspgc.com.au

Please ensure that your application addresses the requirements as set out below.

Applications

Applications should include:

1. A letter of application addressed to the Business Manager, Mr Andrew Millard.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check

The College is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

Privacy

A copy of the College's Employment Collection Notice can be obtained by clicking [here](#).

Questions?

Enquiries can be directed to the Human Resources Officer on 07 4666 9811 or employment@scotspgc.com.au. Information for applicants can be found on the Employment page of the College's website scotspgc.com.au



POSITION DESCRIPTION

OUR VISION

To inspire students to be their best

OUR VALUES

Spirit
Tenacity
Authenticity
Excellence
Respect

POSITION

Catering Assistant

ORGANISATIONAL RELATIONSHIPS

Reports to: Catering Manager
Direct reports: Nil
Internal relationships: Works closely with other Catering staff

CLASSIFICATION

- SCOTS PGC College Enterprise Agreement
- Boarding (Kitchen/Domestic) Level 2

HOURS OF DUTY

Casual, term-time.
Hours of work in accordance with the roster

INCUMBENT

Vacant

POSITION OBJECTIVE

The Catering Assistant will provide general support and assistance across all areas of the College's catering function. The CA will strive to provide a high quality service to the students of the College while maintaining a friendly, positive and professional manner.

SKILLS AND ABILITIES

- An ability to work effectively as a part of a small, dedicated team.
- A pleasant, friendly nature.
- An ability to follow directions and plans
- An ability to work effectively in a high-paced environment to complete work within strict timeframes.



- An ability to effectively use a range of utensils, appliances and other equipment found in a modern commercial kitchen.
- An attention to detail.
- Sound record keeping skills.
- Sound communication and interpersonal skills.
- An ability to effectively and safely perform a range of manual handling tasks.
- Relevant skills and ability to safely and competently operate a range of delivery vehicles including an electric golf cart and a refrigerated-back utility.

KNOWLEDGE

- Contemporary knowledge of the operation of a commercial kitchen, preferably within an educational context.
- Knowledge of the work health and safety and food safety requirements of the work area.

QUALIFICATIONS AND EXPERIENCE

- Food Safety Supervisor qualification or the ability to obtain this qualification upon commencement.
- Current Positive Notice (Blue Card) for working with children in Queensland.
- Previous experience in a commercial kitchen, preferably in an educational context.
- Current Open Driver's licence (manual) is essential.

OTHER ATTRIBUTES AND CONDITIONS

- An ability to work irregular hours, including mornings, evenings and weekends.

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

1. Preparation of ingredients under the direction of the Catering Manager and/or the Chef.
2. Setting up and cleaning up of dining areas.
3. Cleaning of the kitchens and serving areas.
4. Washing up of utensils and equipment.
5. Delivery and serving of food within the College. This will require the CA to operate a small delivery ute and/or a golf cart and perform manual handling tasks.

GENERAL PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards, compliance with Workplace Health and Safety Act and other legislative requirements or standards which may be appropriate and including College policies, procedures and local laws.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.



- Staff are expected to maintain an appropriate standard of dress and personal presentation to reflect their profession and work responsibilities.
- The College is a non-smoking workplace. Under Queensland legislation, it is an offence to smoke within any areas of the school and within five metres of the school boundary.