



**SCOTS PGC  
COLLEGE**  
Warwick, Queensland

authenticity

spirit

## **Catering Assistant**

**Information for Applicants**

excellence

tenacity

respect



## **Employment Application Information**

**Position: Catering Assistant**

**Commencement date: As soon as possible**

### **The Role**

We are seeking to appoint a suitable candidate to join the College's Catering Team which is focused on providing safe and nutritious meals to our boarding and day students along with staff and visitors.

The Catering Assistant will positively contribute to the overall purpose of the Catering Team by performing a range of tasks, including cleaning and preparing dining areas, internal deliveries, serving of food, washing up and general cleaning tasks.

This is a casual, term-time only (paid during school terms) role to commence as soon as possible.

The successful candidate must be able to commit to working a mix of shifts, including evenings (finishing at 7:30pm) and alternate weekends.

To be successful in this role, you will need to have:

1. A positive, friendly demeanour that contributes to creating a pleasant environment for your colleagues, our students and other staff.
2. The ability to work effectively as a part of a small, dedicated team.
3. The ability to carry out a range of manual tasks such as driving, cleaning, food preparation, handling bulk produce and washing up.
4. The ability to carry out tasks to ensure the safety of yourself and the safety of other team members.
5. An understanding of food safety principles as they apply to a bulk cooking environment.
6. Current Open class driver's licence.

All applicants must be able to hold a Blue Card for child-related employment in Queensland.

### **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 program.

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!*

## **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

## **How to apply**

1. A letter of application addressed to the Business Manager, Mr Andrew Millard
2. A statement addressing the key success 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

## **Blue Card process**

The successful applicant must have a current Paid Employee Blue Card before commencing in the position. We strongly encourage all applicants to begin the application process as soon as possible. Please click [here](#) to find out more about the Blue Card process.

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 and work health and safety principles.

## **Privacy**

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

## **Questions?**

Enquiries can be directed to the Head of People and Culture on 07 4666 9811 or [employment@scotspgc.com.au](mailto:employment@scotspgc.com.au).