



## POSITION DESCRIPTION

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|-----------------------------|--|
| <b>Position title</b>       | <b>Cook</b>  |
| <b>Reports to</b>           | Catering Manager   |
| <b>Classification</b>       | Level 2 Step 1   |
| <b>Department</b>           | Catering   |
| <b>Location</b>             | All Souls St Gabriels School   |
| <b>Nature of employment</b> | Term duration  |
| <b>Working Arrangement</b>  | Casual to commence – with potential of permanent fulltime.                               |
| <b>Contact officer</b>      | name Trish Hilder  |
|                             | phone 07 47871433  |
|                             | email <a href="mailto:employment@allsouls.qld.edu.au">employment@allsouls.qld.edu.au</a> |

### About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12, day and boarding School in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is located in Charters Towers, 130km west of Townsville. Charters Towers is an educational hub hosting several well-established boarding schools.

### About the Department

The Cook will work in the team headed up by the Hospitality/Catering Manager of the School. It is a very fast paced and dynamic work area within the School reporting to the Catering Manager and/or Business Manager when the Catering Manager is unavailable.

The Cook is integral to the functioning of the Kitchen and will work very closely with the Catering Manager and other hospitality professionals such as kitchen hands to supply daily meals for students, boarding students and School staff across the entire week including weekends. The hospitality staff work throughout the term and are not required to work over school vacation periods; hence the roll being classified as Term Time only.

Working hours will be as negotiated with the Catering Manager. The Cook role is focussed on delivery of catering services when the Catering Manager is not on duty and will include full weekends.



### **Main Objectives of the role**

The main objectives of the role are to work closely with the Catering Manager to contribute to a harmonious work environment in the kitchen that provides students with an excellent dining experience.

The main objectives are summarised as:

1. Professional duties in hospitality /catering
2. Developing and maintaining positive relationships
3. Effective and efficient administration
4. Compliance with Workplace Health & Safety (WH&S) obligations

### **What you will do**

#### **Professional Duties**

- Prep and cook meals to a plan e.g., breakfast, morning tea, lunch and dinner
- Provide direction to and manage kitchenhand staff
- Oversight and assisting in washing of dishes and cleaning of dining hall and servery facilities
- Assist in the unloading of deliveries
- Assist in the management of stock
- Able to multitask, prioritise and manage time efficiently
- To be able to lift/unload/move food and supplies as per Workplace Health & Safety guidelines

#### **Developing and Maintaining Positive Relationships**

- Work effectively and collegially as a member of a school team in a range of School activities;
- Exercise effective communication skills with students, colleagues, suppliers, and contractors
- Communicate information appropriately, when necessary, in the interests and well-being of the ASSG community.

#### **Effective and Efficient Administration**

- Complete administrative tasks accurately
- Model high standards of punctuality, dress, language and other standards and expectations in the School
- Attend staff briefings as required.



### **Meet Workplace Health & Safety obligations.**

- Have a strong understanding of the principles of Workplace Health & Safety as they apply in the School
- Ensure compliance with the School Workplace Health and Safety policies and procedures.

### **Our ideal candidate**

#### **Personal Skills and Attributes**

- Hold 'Food Handlers' Certificate or will need to complete upon employment
- Have a high degree of competence and be well organised
- Demonstrate a high degree of flexibility in his/her approach
- Be able to work collaboratively and build positive relationships
- Strive for honesty and integrity
- Be prepared to undertake additional professional development.

#### **Mandatory**

- Current Blue Card
- First Aid Certificate if not held will need to complete upon employment.
- Ability to work shift work and weekends

#### **Highly Desirable**

- Experience working in a high-volume catering role such as a school dining hall or mining camp where 3 meals a day are provided for large numbers of people – more than 300.
- Understanding of delivery of meals across several sittings
- Ability to work varied hours.