All Souls St Gabriels School
CHARTERS TOWERS

30 Dr George Ellis Drive,
Charters Towers QLD 4820

P: (07) 4787 1433
E: school@allsouls.qld.edu.au
www.allsouls.qld.edu.au

Position Title	**Cook**
Department	Services
Reports To	Catering Manager
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	Based on experience and qualifications
Contact Officer	Catering Manager
Phone	07 4787 1433
Email	employment@allsouls.qld.edu.au

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. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge and desire to contribute, lead and serve.

Our Values

- **Integrity –** We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect –** We have respect for ourselves and others, history and tradition and our environment.
- **Resilience –** We are encouraged to extend ourselves, to see every hardship, challenge and error as a learning experience and an opportunity to grow.
- **Service –** Our School motto, Severe regnare est ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.

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Position Purpose

The Cook plays a key role in delivering high-quality, nutritious meals and a positive dining experience for students, boarding students and staff. Working closely with the Catering Manager, the Cook supports the efficient day-to-day operation of the School's catering services, including meal preparation, food safety compliance, supervision of kitchen support staff and maintaining a safe and professional kitchen environment.

This position is primarily term-time, with opportunities for holiday work available from time to time. The role will require weekend and shift work, particularly in the absence of the Catering Manager.

What Success Looks Like

- Consistently delivers high-quality meals in accordance with menus and service schedules.
- Maintains exemplary food safety, hygiene and WHS standards.
- Supports a positive, collaborative and efficient kitchen culture.
- Ensures meal service is delivered on time and to a high standard.
- Contributes to effective stock management and minimisation of waste.
- Demonstrates professionalism, reliability and flexibility in a dynamic catering environment.

Key Accountabilities

Food Preparation and Service

- Prepare, cook and present meals in accordance with approved menus and dietary requirements.
- Ensure meals are served efficiently and on schedule across multiple daily meal services.
- Assist with catering requirements for school and boarding activities as required.
- Monitor food quality, portion control and presentation standards.

Kitchen Operations

- Support the day-to-day operation of the kitchen in the absence of the Catering Manager.
- Provide guidance and direction to Kitchen Hands and support staff.
- Assist with receiving, checking and storing deliveries.
- Maintain appropriate stock rotation practices and minimise food waste.

Cleaning and Food Safety

- Maintain high standards of cleanliness, hygiene and food safety throughout kitchen, servery and dining areas.
- Assist with dishwashing and cleaning activities as required.
- Ensure compliance with food handling legislation and School procedures.
- Maintain kitchen equipment and report maintenance issues promptly.

Teamwork and Customer Service

- Build positive relationships with students, staff, suppliers and contractors.
- Communicate professionally and effectively with all stakeholders.
- Contribute positively to a collaborative and respectful team environment.
- Support School events and activities as required.

Administration and Compliance

- Complete required records, documentation and administrative tasks accurately.
- Demonstrate high standards of punctuality, presentation and professionalism.
- Attend meetings, training and staff briefings as required.
- Comply with all School policies and procedures.

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Workplace Health and Safety (WHS)

- Comply with all School WHS policies, procedures and safe work practices.
- Maintain a clean, safe and organised work environment, reporting hazards and incidents promptly.
- Take reasonable care for personal safety and the safety of students, colleagues and visitors.
- Complete all mandatory compliance and training requirements annually or as required.

Extent of Authority

- Operates within established School policies, procedures and catering guidelines.
- Provides day-to-day direction to Kitchen Hands and support staff when required.
- Escalates significant operational, staffing, food safety or WHS matters to the Catering Manager or Business Manager.

Key Challenges

- Delivering high-quality meals in a fast-paced, high-volume catering environment.
- Managing competing priorities across multiple meal services and sittings.
- Maintaining food safety and quality standards under time pressures.
- Responding flexibly to changing operational requirements, dietary needs and staffing demands.

Position Requirements

Mandatory Requirements

- Current Queensland Working with Children Check (Blue/Exemption Card)
- Legal right to work in Australia
- Food Handler Certificate (or willingness to obtain upon commencement).
- Current First Aid and CPR Certificate (or willingness to obtain upon commencement).
- Ability to work shifts, including weekends.
- Ability to safely undertake manual handling tasks associated with commercial catering operations.

Desirable Requirements

- Certificate III in Commercial Cookery, Hospitality or equivalent qualification.
- Experience in a high-volume commercial catering environment.
- Experience catering for large groups (300+ people).
- Experience working within a school, boarding, hospitality, health care or institutional catering environment.
- Understanding of meal service delivery across multiple sittings.
- Experience supervising or directing kitchen support staff.

General Skills and Abilities

- Strong food preparation, cooking and kitchen management skills.
- Excellent organisational, time management and prioritisation abilities.
- Ability to work collaboratively and build positive working relationships.
- High level of reliability, flexibility and professional integrity.
- Ability to work effectively under pressure while maintaining attention to detail.
- Commitment to continuous learning, professional growth and service excellence.

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Position Description Statement

This Position Description provides an overview of the key responsibilities, accountabilities and requirements of the role. It is not intended to be an exhaustive list of duties. The employee may be required to undertake other reasonable duties consistent with the skills, competence and classification of the position, as directed by the School.