



# ST PETERS GIRLS

**Position Description:** School Tuck Shop Assistant

**Level:** Casual

**Reports to:** Tuck Shop Manager

## The School

At St Peter's Girls' School we focus on collaboration, creative thinking, and innovation, seeking to foster independent thinking and our core values of courage, creativity, and compassion in every student. We aim to develop motivated, versatile, and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

## About the Role

The School Tuck Shop Assistant is responsible to the Tuck Shop Manager. Daily Tuck Shop operations include assisting and supporting the Tuck Shop Manager, food preparation, cleaning, stocktake, catering, food deliveries, function set ups within the School, maintaining appropriate hygiene in food and service areas, food ordering, and collating lunch orders.

## Work Health Safety

- Perform the above duties in line with safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Adhere to health and safety regulations/guidelines in accordance with legislation relating to the handling, storage, and preparation of food
- Report all hazards, incidents, and accidents in accordance with the School's WHS policies and procedures
- Use any equipment provided in manufacturers' intended way, without modification, to ensure safety is maintained
- Obey reasonable instruction given by the School in relation to health and safety at work

## Skills and Experience

- Demonstrated cooking and food preparation experience
- Knowledge of food safety standards and current hygiene practices
- Ability to work in a team environment
- Strong communication skills
- Ability to work independently under pressure and meet deadlines

- Punctual
- Vigilant on food safety, e.g. expiry dates and safe food handling practices
- Meet quarterly with Manager for evaluation discussion

#### **A Career at Saints Girls**

- Unique opportunity to work in a highly regarded independent school that upholds a culture of excellence
- Collaborative and passionate team environment with a connected and inclusive community
- Internal and external professional development opportunities
- Contemporary and high-tech learning spaces
- Opportunities to engage in co-curricular offerings and School events
- Well-resourced and supported teaching and learning
- Onsite parking available
- Employee Assistance Program

#### **Conditions**

This is a casual position, ESO Grade 1, Level 1 working during term time (38 weeks per year). A current Working with Children Check and Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) is required. The salary is determined by the St Peter's Collegiate Girls' School Enterprise Agreement. Other conditions are as outlined in the Enterprise Agreement.

**Cherylyn Skewes**  
**Principal**  
**November 2024**