

Position Title	Tuckshop Cook
Reports To	Principal through the Business Manager and Food Services Manager.
Level	The position is classified as Services Staff, Level 3 Step 1
Prime Purpose	<p>Ambrose Treacy College is a Catholic school in the Edmund Rice tradition. The College has a full cohort of 1,300 students across Years 4 to 12. The College currently has two tuckshops (Paddy's Place for years 4 to 7 and The Bakehouse for years 8 to 12). In addition, the tuckshops prepare and serve food for staff functions, visiting groups and functions. The tuckshops offer nutritious and tasty meal options made fresh on site each day, including hot meals; a range of sandwiches, rolls and wraps; bakery items delivered every day; fresh fruit and salad options; and a selection of snacks and drinks. There are also daily seasonal specials that change each term. Special dietary needs are also catered for.</p> <p>The Tuckshop Cook plays an integral role in the daily operations of the tuckshops and will assist the Food Services Manager in the efficient operations of the tuckshops.</p>
Core Requirements	<ol style="list-style-type: none"> 1. Demonstrated experience in food preparation and service, suitable for a fast-paced environment. 2. Support the values and ethos of the College as a Catholic school in the Edmund Rice tradition.
Key Responsibilities	<p>The Tuckshop Cook will:</p> <ol style="list-style-type: none"> 1. As part of a team, ensure the timely preparation and service of food for the tuckshops and, as required, for catered events. 2. Implement Health and Safety and safe food handling practices. 3. Undertake other duties as allocated by the Food Services Manager.
General Duties	<p>Preparation of Food</p> <ol style="list-style-type: none"> 1. Prepare and oversee the preparation of food for the tuckshops. 2. Ensure the highest hygiene and food safety standards are adhered to at all stages of operation. 3. Contribute to stock control within the tuckshop. <p>Quality of Service</p> <ol style="list-style-type: none"> 1. Ensure a very high standard of quality and consistency of all food served from the tuckshop or through catering services. 2. Provide a high level of service to students and staff. <p>Personal attributes</p> <ol style="list-style-type: none"> 1. Demonstrated capacity to work autonomously and as part of a team, and to promote a positive team environment, through the sharing of resources and tasks. 2. Ability to multi-task and perform tasks within the allocated time frames. 3. Excellent communication skills that will enable the development of effective working relationships with colleagues, students and staff. 4. Display an enthusiastic and energetic approach to food preparation and customer service.



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Patrick Ambrose Treacy

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	<p>Other</p> <ol style="list-style-type: none"> 1. The role will be from 6am to 2pm Monday to Friday in term time. 2. The role may involve additional hours.
Desirable Skills and Experience	<ol style="list-style-type: none"> 1. A Certificate III or IV in Commercial Cookery or Hospitality.
Selection Criteria	<ol style="list-style-type: none"> 1. Proven experience working in hospitality or a relevant food preparation role. 2. Demonstrated knowledge and understanding of relevant legislation, guidelines and procedures relevant to the safe handling of food. 3. The ability to work effectively as part of a team. 4. Highly developed interpersonal and communication skills. 5. The ability to effectively work in a fast-paced food preparation environment.



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