



LUTHERAN YOUTH OF QUEENSLAND

Job Description

Position: Catering Assistant.
Location: Luther Heights Camp, Coolum.
Reports to: The Catering Manager, Luther Heights Camp.

Primary Purpose of the Position:

Assist in the provision of catering and other support services for Luther Heights camp.

Duty Statement:

- 1) Cook or otherwise prepare and serve a variety of meals for groups staying at Luther Heights.
- 2) Carry out cleaning duties as required to ensure that the camp kitchens and dining halls are kept in a clean and tidy condition including ovens, cookers, benches, servery, floors and outside areas adjacent to Kitchen.
- 3) Dishwashing (by hand and machine) kitchen utensils, pans, mixing bowls and serving dishes. This may also include cutlery, crockery and glassware as negotiated with camp groups.
- 4) Dispose of waste food and refuse.
- 5) In consultation with the Catering Manager purchase foodstuffs and other kitchen requisites in accord with the budget and day-to day requirements, and arrange for their delivery.
- 6) Follow relevant policies and processes as prescribed for catering staff at Luther Heights.
- 7) Act under the direction of and generally assist the Catering Manager as required.
- 8) In the absence of the Catering Manager perform some functions of that position.
- 9) During periods when catering duties are not required, assist with cleaning and other support duties at Luther Heights as required or requested by the Catering Manager or the Site Manager.
- 10) Such other related duties as may be decided on from time to time by the Catering Manager.

Experience and qualifications:

- 1) Required:
 - o Food Handlers certificate.
 - o Solid understanding of food preparation and presentation methods and practices.
 - o Current driver's licence.
 - o Current Positive Notice Blue Card for Child Related Employment or eligibility to obtain one.
- 2) Desirable:
 - o Formal qualifications in a related trade
 - o Experience in working in a busy catering environment
 - o Food Safety Supervisor certificate
 - o Current first-aid certificate
 - o Ability to use a personal computer for sending and receiving email and other basic data entry and retrieval.

Personal Attributes:

- 1) A positive attitude towards participating in the work of Lutheran Youth of Queensland.

- 2) A positive attitude towards working in a busy camp environment and interacting with camp group leaders and participants as required.
- 3) Ability to lead a team and effectively supervise full-time, part-time and casual staff employed in catering duties.
- 4) Ability to work effectively as part of a team.
- 5) Well organised and able to work calmly under pressure.
- 6) A high level of motivation, and the ability to work under a minimum of supervision.
- 7) Good oral and written communication skills.
- 8) Excellent presentation and hygiene.
- 9) A willingness to work flexible hours as the need arises.

Conditions of Employment:

- 1) The employee shall be in the employ of the Lutheran Youth of Queensland.
- 2) Salary and conditions will be negotiable based on experience and qualifications.
- 3) For a full-time appointment the hours of work shall be 38 hours per week averaged over 4 weeks. Shift work will be required normally between the hours of 6am and 8pm seven days per week depending on operational requirements. Part time work may be available by negotiation.
- 4) The employee will be required to sign a declaration confirming a lifestyle which is intentional in upholding Christian values in harmony with the teachings of the Lutheran Church of Australia.
- 5) A performance review shall be carried out annually.



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DETAILS FOR JOB APPLICANTS

Position: Catering Assistant.
Location: Luther Heights Youth Camp, Coolum.

If you wish to apply for the above position, please address as many areas listed in the Job Description as possible. Please ensure you include the following in your application:

1. Details of catering experience and qualifications.
2. Current church involvement.
3. Your preference for full-time or part-time employment.

Please provide at least three references, one of which should be from a clergyman.

Applicants should also indicate when they would be available to take up the position if their application is successful.

Applications should be submitted by Friday 12th June 2009

Please send applications to:

LYQ Business Manager
32 Roderick Street
Ipswich Qld 4305

Phone: 07 3281 6298
Fax: 07 3812 8639
Email: admin@lyq.org.au