

Forest Lake SHS – Parents & Citizens Association

P&C Retail Assistant

Forest Lake State High School Parents and Citizens Association is seeking a self-motivated and reliable person for the position of Casual Canteen/Uniform Shop Retail Assistant.

You will need to be energetic and keen to join a small team of P&C staff to deliver nutritious food and quality service to the students and staff of the Forest Lake State High School.

In summary, your duties will include:

- Responsible for carrying out safe preparation of food according to our allergy register and the Smart Choices healthy food and drink strategy
- Cooking in bulk quantities and portion control
- Operate Cash Register for sales - Square register including EFTPOS payments, cash handling
- Stock rotation and maintenance. Including receiving, storing, handling and signing for receipt of deliveries.
- Cleaning and maintenance of the kitchen to a high standard – lots of washing up
- Customer service and engaging with the students, parents and staff
- To actively promote the objectives and goals of both the school and P&C Association
- To be aware of community needs and changes as they occur and how these can or do influence the Outlets and to report these matters to the P&C Operations Manager
- Other duties as delegated by our P&C Operations Manager

Selection Criteria

The successful applicant will have:

- Ability to work effectively in a team environment, independently and with limited supervision
- Maintain a high level of personal and professional presentation at all times
- A strong cooking and food background
- Demonstrated organisational skills
- Demonstrated understanding of workplace, health and safety concepts
- A Blue Card (this will be required prior to commencing)
- A flexible attitude to their work environment
- Excellent interpersonal and communication skills
- Experience in engaging with students of various ages with respect and patience
- Experience and knowledge of operating an Espresso machine
- Experience with working a cash register in a fast-paced environment
- Food handling certificate desirable but not essential

Wages and conditions are subject to the [Parents and Citizens Associations Award – State 2016](#) (Retail Assistant). This casual position will begin at 9 hours per week (Monday, Thursday & Friday) during the school term plus additional hours as required to cover staff absences, also the occasional **7am start may be required**. An immediate start is required.

All enquiries and applications to Roslyn Van-Wezel, P&C Operations Manager – email to rvanw7@eq.edu.au
Applications should address the selection criteria and include a current CV and covering letter of the applicant.
Applications close **20th March 2026**.

Please use reference **FLSHS Retail Assistant 2026**. Shortlisted candidates will be contacted for an interview.