



## Shift Supervisor

### About Tec-NQ

Tec-NQ is a Registered Training Organisation (RTO) and senior secondary school. Tec-NQ delivers education and training to Townsville and the North Queensland region, including full time apprentice training, on demand industry training, pre-employment programs and school-based apprentice programs. Vocational and trade training is provided across the broad industry areas including Construction, Electro-technology, Engineering, Automotive and Information Technology.

### About the Role

Tec-NQ House is a student accommodation facility that is located within 5kms of the Townsville CBD. The facility provides the opportunity for regional and remote students to access training and education services provided by Tec-NQ. Tec-NQ is seeking a suitably qualified applicant to act as Shift Supervisor. Shiftwork and weekend work is included.

#### Duties will include;

- Supervising Boarding Students
- Organising and monitoring the meals, laundering, cleaning and maintenance of the facility
- Overseeing the activities program for the students including travel arrangements and monitoring the whereabouts of all students
- Coordinating and monitoring the health and behavioural needs for all students including record keeping

### Selection Criteria

#### Essential

1. Well developed verbal and written communication skills;
2. Current Light Rigid Australian Drivers license and the ability to drive a Coaster Bus;
3. Current Passenger Transport Drivers Authority
4. Queensland 'Blue Card' to work with children or the eligibility to attain;
5. Current First Aid & CPR Certificate / Bronze Medallion; and
6. Safety Food Handling Certificate of the ability to obtain

#### **Forward your resume and response to selection criteria to:**

Demi Scarfone  
Human Resources Advisor  
Phone: 07 4779 2199  
Email: [demi.scarfone@tecnq.com.au](mailto:demi.scarfone@tecnq.com.au)