

Schedule 1



**POSITION DESCRIPTION**  
**EVENTS & HOSPITALITY MANAGER / CAFÉ SUPERVISOR**

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**KINGSWAY**  
CHRISTIAN COLLEGE

## **POSITION DESCRIPTION** **EVENTS & HOSPITALITY MANAGER / CAFÉ SUPERVISOR**

### **Section 1. School Identification**

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

### **Section 2. Mission, Vision and Values**

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The Kingsway campus is free of alcohol, illegal drug and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

### **Section 3. The Position**

#### **Title**

- Events & Hospitality Manager
- Café Supervisor

#### **Section/Department/Learning Area**

Corporate Services / Café

#### **Tenure and Workload**

Part-time, to cover staff leave from 16 June 2025 to 26 September 2025.

This position operates for a total of 35 hours per week during term time only, working Monday to Friday, commencing at 7.00am and finishing at 2.30pm. Additional hours may also be required for specific events.

#### **Leave**

All leave entitlements will be taken as paid during the July school holiday break.

### **Section 4. Remuneration Terms and Conditions**

KCEA Inc. EA and Non-Teaching Enterprise Bargaining Agreement 2014-2017.

### **Section 5. Reporting**

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The **Events & Hospitality Manager** reports to Director of Corporate Services.

**Direct Reports:**

- College Chef
- Café Supervisor

**Other Relationships:**

- Student Café Casuals
- Finance Manager

The **Café Supervisor** reports to the Events & Hospitality Manager

**Direct Reports:**

- Café Assistants

## **Section 6. Duties and Responsibilities -EVENTS & HOSPITALITY MANAGER**

### **Overview**

Under the direction and supervision of the Director of Corporate Services, the Events and Hospitality Manager is responsible for managing internal and external College events, and for providing oversight (through the Café Supervisor) of the Kingsway Christian College Café.

### **Scope**

This role involves:

- i) Oversight of the café (through the Café Supervisor) to ensure appropriate levels of service for College needs.
- ii) Oversight of functions to ensure appropriate levels of service.

The Events and Hospitality Manager also operates within an indirect accountability to the Finance Manager regarding the financial aspects of the Café.

### **Christian Values**

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Always acting in the best interests of the College, the Association and its ethos.

### **Role of the Events and Hospitality Manager**

Your duties include but are not limited to the following responsibility areas:

#### **Staffing and Training:**

- Supervise student casuals.
- Follow up on students who fail to report for duty in the College Café, as per the scheduled roster.
- Ensure that Café staff and volunteers operate according to Safe Food Standards and that all documentation relating to food safety is maintained on a daily basis and periodically throughout the day (including temperature monitoring, stock control and rotation).
- Ensure that staff and volunteers are provided with training in workplace health and safety, and the Safe Food Standard, in consultation with the HR Manager.

#### **Event Management:**

- Managing and running all internal and external events that require student café casual staff to be involved in serving customers, or involved in front of house activities;
- Liaising with relevant stakeholders of menus for such events;
- Arranging quotes for such events, taking into account the different requirements of internal and external functions (including staffing requirements and timesheets for on-charging);
- Informing the relevant stakeholders of the number of staff required for an event;

- Administrating front of house activities for functions that require student café casuals, including providing instruction to the student casuals in how to provide appropriate service.

#### **Café Operations:**

- Provide oversight of the Café (through the Café Supervisor) and ensure all operations meet the Safe Food Australia Standard (the Standard).
- Provide oversight of the business of the Café (through the Café Supervisor) and ensure its operations are viable within modest margins, which ensure affordability for the College customer base.
- Manage stock control and liaise with external suppliers, to ensure sufficient in date, fresh stock is available for daily sales demands and for planning and producing menus comprising quality, safe and affordable items.

#### **Food Preparation:**

- Ordering stock in accordance with waste control, food budgets and menu requirements
- Produce and promote an appetizing and attractive seasonal menu, including current price lists.
- Oversee food production by staff, volunteers and trainees, to ensure quality meets the Standard and that quantities are regular and reliable and meet the required timeframes for recess and lunch periods.
- Provide high quality food items when providing catering services at College special events as required.
- Liaise with the RTO Chef each week to set up the menu requirements for the following week.
- Liaise with the Events Manager on the menu requirements for any upcoming events.
- Liaise with the Café Supervisor to ensure appropriate supply of food from the VET course and alternative food production where necessary.

#### **Environmental:**

- Ensure duties are carried out in an environmentally aware manner, ensuring as little damage to the environment as possible.
- Ensure appropriate waste disposal, utilising waste management and recycling programs wherever possible.

#### **Workplace Health and Safety:**

- Undertake and apply Workplace Health and Safety practices in the workplace to ensure safety of self and others and comply with College OSH policies and procedures.

#### **Other Duties relating to the Position:**

- Undertake to maintain, train or develop your professional skills and abilities as they relate to the requirements of this job description.
- Associated tasks as requested by Director of Corporate Services.

### **Section 7. Duties and Responsibilities - CAFÉ SUPERVISOR**

#### **Role**

The role of the Café Supervisor, under the supervision of the Events & Hospitality Manager, is to provide the College with a reliable, safe, and affordable food service which prepares and supplies nutritious lunches and morning teas, and other special event items, for the customer base, namely students, staff and parents.

The Café Supervisor is responsible to work as an effective member of a team, by providing support, training and guidance to staff and volunteers, whilst maintaining a positive and inclusive work environment. The Café Supervisor is responsible to create and maintain an effective Café staff team that provides a helpful, open and positive customer service experience for the customer base at all times.

In order to maintain food safety standards, the Café Supervisor is responsible to apply safe food processes and practices, and to operate a safe work environment for staff and volunteers, in line with relevant legislation. Inherent in the position is the ability to do bending and lifting of goods as well as cleaning of all cooking equipment. These are regular routine tasks essential to the efficient and effective running of the College Café.

## **Specific Duties**

Your duties include but are not limited to the following responsibility areas:

### **Cafe Operations:**

- Supervise the Café and ensure all operations meet the Safe Food Australia Standard (the Standard).
- Under direction from the Events & Hospitality Manager, supervise the business of the College Café and ensure its operations are viable within modest margins, which ensure affordability for the College customer base.
- Ensure the Café premises, plant and equipment is maintained sufficiently to meet the Standard and the local statutory body health standards.
- Ensure the Café and food preparation areas are maintained in a hygienic condition for the preparation, storage and consumption of food.
- Ensure daily, weekly and monthly cleaning schedules are maintained.

### **Staffing:**

- Manage Café staff, volunteers and school-based trainees in a manner that meets College expectations.
- Under direction from the Events & Hospitality Manager manage rosters that ensure Café staffing needs are met at all times.
- Manage parent practical work hours and the delegation of appropriate duties to parent helpers.
- Under direction from the Events & Hospitality Manager supervise and direct student café casuals.
- Have duty of care for trainees whilst they are working or receiving training in the hospitality program.

### **Food Preparation:**

- Under direction from the Events & Hospitality Manager ensure appropriate utilisation of food from the VET course and alternative food production when required, to produce and promote an appetising and attractive seasonal menu, which must be completed by the end of the year for the new school year.
- Under direction from the Events & Hospitality Manager manage Café price lists and ensure affordability for the College customer base.
- Oversee food production by staff and volunteers and school-based trainees, to ensure quality meets the Standard and that quantities are regular and reliable.
- As directed by the Events & Hospitality Manager and in collaboration with the College Chef prepare morning teas, lunches, afternoon teas, snacks and suppers as required for College special events.

### **Administration:**

- Under direction from the Events & Hospitality Manager, complete all administration tasks associated with catering operations in a timely and efficient manner.
- Under direction from the Events & Hospitality Manager, ensure Café takings are reconciled and handed over to the Finance department daily.
- Under direction from the Events & Hospitality Manager, manage the daily sales takings and administrative record keeping responsibilities in accordance with College finance procedures and supported by the Finance Manager.
- Under direction from the Events & Hospitality Manager, undertake stocktake responsibilities.

### **Quality and Efficiency:**

- Provide food safety instruction and guidance to staff and volunteers.
- Maintenance of high standards of presentation within the Café.
- Supervision of staff to ensure:

- Only quality ingredients are used to produce high quality food items at all times
  - Staff strive towards minimising food wastage
  - Food safe procedures are followed at all times
  - Work Safe practices are followed at all times
  - Café staff provide quality customer service
- Effective delegation of duties and tasks to Café Staff.
  - Continual monitoring of HACCP documentation to ensure Food Safe Standards are maintained.

#### **Environmental:**

- Ensure duties are carried out in an environmentally aware manner, ensuring as little damage to the environment as possible.
- Ensure appropriate waste disposal, utilising waste management and recycling programs wherever possible.

#### **Workplace Health and Safety:**

- Undertake and apply Workplace Health and Safety practices in the workplace to ensure safety of self and others and comply with College WSH policies and procedures.

#### **Other Duties relating to the Position:**

- Undertake to maintain, train or develop your professional skills and abilities as they relate to the requirements of this job description.
- Associated tasks as requested by Events & Hospitality Manager.

### **Section 8. Selection Criteria**

#### **Pre-requisites**

1. Valid Department of Education Criminal History Clearance no more than 3 months old.
2. Valid Working With Children Check Card.
3. Written reference from your Church Pastor/Minister.
4. Current First Aid (HLTAID004) Certificate.
5. Current and valid WA Driving Licence.

#### **Essential**

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Be supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
3. Food Safety Supervisor (Level 2) Certificate.
4. High level of practical knowledge of food safety and the HACCP programme.
5. Experience and knowledge in all aspects of Café operations including menus, food nutrition, quality and value, stock control, stock take and ordering and budgeting.
6. Ability to work independently as well as within a team.
7. Well-developed people management skills with ability to promote a safe, secure environment for staff, students and volunteers.
8. Sound organisation and time management skills, with ability to prioritise and complete tasks within a required timeframe.

9. Highly developed written and verbal communication skill
10. Ability to provide high-level customer service to all levels of the College community in a busy and demanding work environment.
11. Sound computer skills.

**Desirable**

1. Certificate III in Commercial Cookery with proven experience in food preparation in a commercial kitchen.
2. Prior proven experience in a school café or similar work environment.
3. Certificate IV in Training and Assessment.

**Section 9. Application**

Please forward your application to [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au) .

**Applications must include the following:**

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au) .

**Applications Close: 12 noon, Thursday 17 April 2025**

**Peter Burton**  
**Principal**  
**March 2025**