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## Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

## Role Summary

**Position:** Café and Functions Assistant

**Responsible to:** Café & Functions Manager

**Job Purpose:** To support the smooth running and operation of the café. The Café and Functions Assistant will assist the Cafe & Functions Manager in the planning, resourcing and execution for all College events and functions.

## Responsibilities

### Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Develop and maintain a professional working relationship with staff and perform duties in a professional manner.
3. Hands-on preparation of food, lunch orders and drinks for recess and lunch service.
4. Undertaking general serving duties of both food and/or refreshments in the cafeteria.
5. Assist with ordering, costing and appropriately resourcing and execution of catering service.
6. Planning for, working closely with relevant staff member, catering for a particular event or function.
7. Provide leadership and direction to Café staff during functions or Café operations in the absence of the Manager.
8. When required, provide appropriate encouragement to student volunteers for the event.
9. Modelling excellent and efficient customer service to students, staff and external parties in the cafeteria.

10. Kitchen cleaning including dishes and coffee machines.
11. Assist with all aspects of café stock.
12. Other duties within your skills, competence and training, at the request of the Café & Functions Manager.

## Selection Criteria

### Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community.
2. Demonstrated food preparation, beverage and service skills.
3. Relevant qualifications and/or experience in catering, functions or hospitality operations.
4. An ability to work with a team with varying levels of experience and skills.
5. Having good attention to detail with a solution mindset that remains focused delivery of outcomes.
6. Ability to work under pressure (within timetable constraints), work towards varying deadlines and thrives in a very busy and dynamic environment.
7. Excellent organisational and planning skills, with the ability to proactively manage concurrent activities and projects.
8. Reliable, honest, approachable and friendly nature, modelling a professional work ethic.
9. Ability to develop instructions or procedures and contribute to an efficient operation of the café.
10. Be available to work outside of working hours to cater for College events.

### Other qualifications / certifications/ experience

1. Current Food Safety Certificate
2. Clear understanding of Food Safety Guidelines
3. Current Working with Children Check
4. Barista training and experience
5. Excellent MS Office Suite skills

## How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.