



## POSITION DESCRIPTION:      **Back Creek Café Weekend Manager**

### **Purpose Statement**

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College Community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

### **Expectations of Duties**

Working with the support of the Café Manager coordinate all aspects related to the Café on a weekend, this may include, but is not limited to;

- open and close Café
- prepare and cook food as required to the correct temperature and portion size
- welcome customers
- serve food and drinks
- keep kitchen and storage areas clean and organized
- ensure all tasks are carried out in accordance with the Café's health, hygiene, quality and safety standards
- clean the café so that everything is left clean, tidy and secure, ready for the next day's trade
- project a professional image to all internal and external customers ensuring correct grooming and maintaining the dress code
- manage and support rostered staff

### **Behaviours**

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *"treating others as you would like them to treat you"*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students and staff
- respond promptly to communications
- show respect to all students and staff

- embrace change
- act with professionalism ensuring that personal goals are in line with The College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and safety risks

### **Expectations of Skills**

- good communication skills
- enjoy working within a team
- good organisational and interpersonal skills
- a keen eye for detail
- a methodical approach to work

### **Organisational Relationships**

- reports to the Café Manager

### **General Conditions of Employment**

This position is employed under the conditions detailed in the Restaurant Industry Award. A copy of this Award is provided on the Fair Work Australia website at [www.fairwork.gov.au](http://www.fairwork.gov.au).

The position is a casual position with loadings for weekdays, Saturdays, Sundays and Public Holidays.

### **Please Note:**

Back Creek Cafe is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.