



EMPLOYMENT APPLICATION FORM (NonTeaching)

Please complete the following and return to jobs@mbc.wa.edu.au, or via post to the College, PO Box 4116, Mandurah North WA 6210 by the submission date.

Please label your application clearly with the position applied for.

Please note only applications that have completed all of the below criteria will be submitted for consideration.

- a) Personal Details
 - Name
 - Address
 - Telephone/Mobile numbers (please identify preference contact)
 - Copy of Working with Children Check card
 - How you obtained knowledge of the position (Seek.com, newspaper, MBC staff. etc.)
- b) Qualifications
- c) Experience in the last five years
- d) Explain briefly how you became a Christian (*no more than 500 words*) Which Church do you attend? List your involvement in your Church over the last 3 years including your current responsibilities/areas of Christian Ministry (*no more than 500 words*)
- e) What contribution would you be able to make to the School? (*no more than 500 words*)
- f) What professional learning have you engaged with recently? How have you applied it to your teaching/career? (*no more than 500 words*)
- g) What has been the most significant achievement in your career in the past 3 years? (*no more than 500 words*)
- h) Your application is also to be accompanied by:
 - Curriculum Vitae
 - Reference/testimonials (for work and character) or Names and Addresses of two Referees
 - Written Reference from your Church Pastor/Minister (if the position deadline does not allow you adequate time to obtain a written reference, please include your Church Pastor/Ministers email address and phone number instead)
 - Copies of your Academic record
 - Copy of your Australian birth certificate/Passport/VISA
 - Copy of your COVID-19 digital certificate

Please note:

Mandurah Baptist College is committed to being a child safe organisation and will demonstrate its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations. Applicants' identity, references and qualifications will be checked and verified.

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, the attached statement of faith is a prerequisite.

STATEMENT OF FAITH

Foundational Principles

- Jesus Christ alone is head of the Church.
- The Church is the community called into being by God. In both its universal and local expressions, it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and service him as a priestly community.
- By his high priestly ministry, Jesus Christ has won the right for every believer to approach God directly through him.
- Jesus Christ is the supreme authority in all matters of faith and conduct in the life of both churches and individuals.
- He has given to all churches and to every individual the right and responsibility to understand and to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience.
- God has given to human governments the right and responsibility to promote what is just and good but not to coerce belief or practice contrary to conscience.

Beliefs of Christian Faith

- There is only one God. He is infinitely good and great, and has revealed himself to be personal and triune in essential being, eternally existing as Father, Son and Holy Spirit.
- God speaks to us through the bible, the sixty six Scriptures of the Old and New Testaments. Being God-breathed they are fully trustworthy and supremely authoritative for what we believe and how we are to live.
- God created the heavens and the earth and all that exists in them. He continues to care for and govern his creation, working out his purposes for all he has made.
- In creating humans, male and female, in his likeness God intended that we should live in fellowship with him. However, tempted by Satan, God's adversary, the first man and woman disobeyed God. The effect of their sin spread so that we all sin, falling short of our responsibility to love God and neighbour and care for the world.
- Despite our sin which alienates us from God and rightly deserves his judgment, God, because of his grace and great love for all people, sent his son into the world to save us.
- The incarnate son, Jesus of Nazareth, was conceived by the Virgin Mary through the Holy Spirit. Fully human and fully divine, he lived on earth a sinless life of perfect obedience. He died on the cross as a sacrifice on our behalf and in our place, redeeming us from the penalty and power of sin and triumphing over Satan. He was raised bodily from the dead and ascended to his Father's presence where he lives forever as our great High Priest and reigns as Lord of all.
- The Gospel, the good news concerning Jesus Christ and his reconciling work, is God's powerful way of bringing salvation. All who respond in repentance and faith God sets right with himself, forgiving and cleansing them from sin and giving them his Holy Spirit and eternal life.
- The Holy Spirit gives new life to all believers and resides in them permanently empowering for life and witness. He makes them holy and enables them to grow into the likeness of Christ. Through the Spirit God grants all his people various gifts for the well-being, functioning and mission of the Church.
- All Christians are commanded to love God with all their heart, mind and strength, and their neighbours as themselves. What love means in practice, we discover through searching the Scriptures, which reveal God's character and will. Such love

includes the responsibility of every Christian to participate in the proclamation of the good news throughout the world.

- While all believers belong to the universal church, God gathers them into local churches which exist to worship and serve him. Jesus Christ, the head of the church, has established both baptism and the Lord's Supper.
- Jesus Christ will return visibly and victoriously from his Father's presence to complete his conquest of sin and evil. All people, both believers and unbelievers, will be raised bodily and be judged by God. Believers will enjoy eternal blessedness in God's presence, while unbelievers will suffer the eternal punishment of exclusion from his presence. The whole creation will be so transformed that righteousness will characterize the new heavens and the new earth forever.

This Statement aims to give us all a common starting point and to underline the Christian ethos of the College. It is the basis on which we will view one another, our students and their families, and our framework for grappling with contentious issues in our community and the world.

STATEMENT OF PRINCIPLES AND BELIEFS OF CHRISTIAN FAITH

I have read the Statement of Principles and Beliefs of Christian Faith for Mandurah Baptist College. I fully support the intent and spirit of the document and in signing this Statement of Principles and Beliefs of Christian Faith; I give evidence of my personal relationship with Jesus Christ.

SIGNATURE

DATE

SUBMISSION OF APPLICATION

I hereby submit my application to Mandurah Baptist College and agree to the contacting of my referees for further information in support of this application.

SIGNATURE

DATE



MANDURAH
BAPTIST COLLEGE

BE STRONG & COURAGEOUS

Job Description

Title:	Café Manager
Reports to:	Principals and Business Manager
Direct Reports:	Canteen Assistants
Working Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Accounts • Community Relations • MBC Staff and students <p>External:</p> <ul style="list-style-type: none"> • School cleaners • Supplier/Delivery services • Customers, external parties/ users of Lakes Cafe (church and other groups)
FTE:	1.0
Work days/hours:	5 days, 7.5 hours a day
Job Summary	
<p>The Café Manager is responsible for overseeing the hands on, day to day running and supervision of the Lakes Café (on-site and contracted). The Café Manager will ensure provision of an effective and efficient service to all members of the College community and external parties.</p>	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Tertiary qualifications in canteen or café operations or similar qualifications e.g. TAFE Canteen Management course etc. • Experience as a canteen/café supervisor or similar • A commitment to child safety and a Working with Children Check • A current First Aid certificate • Current Police Clearance • Current driver's license, reliable vehicle and mobile telephone • Completed, or willingness to complete, Traffic Light training • Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent) 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Willingness to uphold and live the Mission, Vision and Values of MBC • Demonstrated ability to lead, plan, organise and control the day-to-day operations of a canteen or café including finance • Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community • Knowledge of the Department of Education's Healthy Food and Drink policy and Traffic Light system • Knowledge of the nutritional requirements of school aged students. • Excellent organizational and time management skills. • Effective communication skills. • Exceptional customer service skills • Competent computer skills 	

Key Result Areas
<ul style="list-style-type: none"> • Management of Lakes Café – usage and resources • Implement Mandurah Baptist College's Healthy Food and Drink policy • Stock Control • Staff and service • Communication • Financial management and record-keeping • Cleaning, hygiene and food safety • Canteen Security • Values • Risk management, legal and regulatory compliance
Key Tasks & Responsibilities
<p>1. Key duties</p> <ul style="list-style-type: none"> • The Café Supervisor will be responsible for the daily operation of the Lakes Café • Implement and ensure compliance with the Canteen – Food & Nutrition policy • Ensure a pleasant working environment for all canteen workers • Provide pleasant and positive interaction with school students and staff • Responsible for securing the Lakes Café during and after hours.
<p>2. Stock control</p> <ul style="list-style-type: none"> • Order goods from approved suppliers, check deliveries for quantity and quality, and retain correct documentation • Ensure that stock is kept at an adequate level, is rotated correctly, and is not held in excessive quantities • Ensure that all food goods are received and stored in accordance with correct food and hygiene standards as set down in existing legislation and referred to in the Canteen – Food & Nutrition policy • If required, shop for goods other than those delivered by suppliers • If required, coordinate with the Principals, Business Manager and/or sponsoring body in organising the ordering and accepting delivery of items for special events being conducted by the school. Cooperate on the use of the Lakes Café for these functions • Conduct an annual stocktake
<p>3. Staff and service</p> <ul style="list-style-type: none"> • Prepare the café for daily operations. Collate all orders and prepare food for sale in an efficient manner with appropriate workflow processes and standardisation and portion control practices thus ensuring wastage is kept to a minimum • Supervise and instruct canteen staff in their duties • Roster staff and obtain replacements when necessary • Serve students at recess and lunchtimes and on other occasions if required, for example at sports or special occasions • Ensure all workers sign on and off
<p>4. Communication</p> <ul style="list-style-type: none"> • If required, assist in the design of any surveys of the school community to identify the perception of the café, usage, and most popular menu choices etc. • Work with Community Relations Team for the design, print, distribution and promotion of appropriate seasonal menus • Ensure that the products and services provided by the canteen are marketed and promoted to generate a high level of daily sales • Consider other business opportunities available to the café to further service the school community e.g. catering for meetings and events held at the school • Consult with the Business Manager with replacement or maintenance of equipment and on any problems arising in the conduct of the café • Notify the Business Manager in the event of sickness or absence to enable a replacement to be arranged

<p>5. Financial management and record keeping</p> <ul style="list-style-type: none"> • Implement correct formulas for applying selling prices to ensure all operating overheads are covered, in consultation with the Business Manager • Work in conjunction with the Business Manager to ensure that all trading terms of agreement are met in the payment of accounts • Maintain adequate financial records, including order and daily takings books. Liaise with the financial management team to ensure all earnings and expenditure is accounted for in a consistent, accurate and reliable manner • Count the daily takings, preferably with a second person, and handing over takings to Accounts at the end of every day • Restrict entry to the café to only those who as per the Canteen – Food & Nutrition Policy are authorised to be there
<p>6. Cleaning, hygiene and food safety</p> <ul style="list-style-type: none"> • Ensure all equipment and surfaces are cleaned daily with detergent and sanitizer • Additional areas such as air vents, windows etc. are the responsibility of the school cleaner and/or contractor, not the Café Manager, however, the Café Manager may be responsible for coordinating the cleaning to take place at a convenient time • Maintain a safe, clean work environment and report all accidents to the relevant person as soon as possible or within 24 hours • If required, contact the local council Environmental Health Officer to ensure regular inspections take place and to clarify what level of food preparation is permitted • If required, wash all canteen linen
<p>7. Café Security</p> <ul style="list-style-type: none"> • Be responsible for the management of safety and security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the café to only those who are authorised to be there.
<p>8. Values</p> <ul style="list-style-type: none"> • Ensure compliance with MBC values, policies and standards as reviewed and updated on an annual basis.
<p>9. Risk management, legal and regulatory compliance</p> <ul style="list-style-type: none"> • Comply with the Food Act 2008 (WA); the Food Regulations 2009; and the <i>Occupational Safety and Health Act 1984</i> and Occupational Safety and Health Regulations 1996 • Ensure all staff are trained in FoodSafe Food Handler training, or its equivalent • Follow reasonable directions in relation to Work Health and Safety
<p>10. Any other duties as directed by the Principals and Business Manager</p>

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