



POSITION DESCRIPTION EVENTS AND HOSPITALITY MANAGER

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KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION EVENTS AND HOSPITALITY MANAGER

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 located in Darch 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. Kingsway is an alcohol, illegal drug and tobacco free campus.

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 positively influence the world around, for the glory of God.

Section 3. The Position

Title

Events & Hospitality Manager

Section/Department/Learning Area

Corporate Services

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.

Tenure and Workload

Permanent part-time position, subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff 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
- VET/Careers Coordinator
- Head of Learning Area (HOLA) – Technology & Enterprise
- Property & Services Manager
- Human Resources (HR) Manager

Section 6. Duties and Responsibilities

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 Hospitality events, and for providing oversight (through the Café Supervisor) of the Kingsway Christian College Café.

The Events and Hospitality Manager also operates within the following indirect accountability:

- to the HOLA - T&E regarding student behaviour and teaching aspects.
- To the VET co-ordinator regarding the VET aspects of the Hospitality courses.

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.
- Liaise with Human Resources to ensure Student Café Casuals prestart paperwork is completed and signed.
- Ensure trainees' hours are up to date on Timekeeper and emailed through to payroll.
- Plan and organise weekly, daily roster and termly Café Roster (Student Café 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).
- Being mindful of promoting sustainable processes where possible.
- 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.
- Manage Student Café Casuals timesheets and inform payroll.

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.
- Managing and updating Student Café Casuals Event Rosters and events hours on Timekeeper.
- Create Permission slips for events.
- Oversee Student Café Casuals completion of minimum course requirements regarding events.
- Liaising with relevant stakeholders of menus for such events.
- Arranging quotes and invoicing 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.
- Contact suppliers to organise and manage food deliveries for catering.
- 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.
- Ensure Duty of care responsibilities for Student Café Casuals during events.

Hospitality:

- Setting and management of the Hospitality Events calendar in consultation with SLT.
- Managing all set up and professional presentation of all events.

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, mindful of the traffic system school menu guidelines.
- Coordinate weekly recess meetings with Café staff.
- Be familiar with the online ordering system and point of sales (POS) in Café.
- Manage Café staff including leave cover, rosters and work to maintain a collaborative team culture.
- Manage interactions and relationships between Café staff and Hospitality staff to ensure positive and effective working relationships.
- Assist the Property Services Manager with any queries as they relate to the Café and or College production kitchen.

- Work to create a whole school approach to healthy eating and encompassing the Café as the heart of that at the College.
- Work with Teachers to promote healthy eating at the College.

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 College Chef on a termly basis to set up the menu requirements for the following term.
- Liaise with the College Chef 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.
- Liaise with Property & Services Manager regarding café or production kitchen equipment upgrading requirements.
- Associated tasks as requested by Director of Corporate Services.

Section 7. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

7. Current First Aid (HLTAID004) Certificate.
8. Current and valid WA Driving Licence.

Essential

1. Well-developed people management skills with ability to promote a safe, secure environment for staff, students and volunteers.
2. Sound computer skills with ability to keep abreast of technological and other developments through professional development to provide up-to-date information and advice to the Institute and industry.
3. Ability to provide high-level customer service to all levels of the College community in a busy and demanding work environment.
4. Relevant work experience in a school or canteen environment.
5. Relevant work experience in hospitality (ideally in the school environment).
6. Demonstrated commitment to maintaining professional currency.
7. Experience and knowledge in all aspects of Café operations including menus, food nutrition, quality and value, stock control, stock take and ordering and budgeting.
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 and interpersonal skills with ability to work independently as well as within a team.

Desirable

1. Certificate IV in Training and Assessment.
2. Educational qualifications.
3. Hold a Food Safety Supervisor (Level 2) Certificate and possess a high level of practical knowledge of food safety and the HACCP Programme.

Section 8. Application

Please forward your application to 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 is available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au

Applications Close: 12 noon, Thursday 12 March 2026

Peter Burton
Principal
February 2026