



Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter, your Curriculum Vitae/Resume and a Context Statement addressing the Position Information Document. You must also complete the Employment Declaration Form located at https://www.tenison.catholic.edu.au/files/45327748/CESA_Employment_Declaration.pdf.

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to denym@tenison.catholic.edu.au by the closing date.

Alternatively, please forward your application by post to:

Mary de Nys
HR Officer
Tenison Woods College
PO Box 965
Mount Gambier SA 5290

Applications close on Friday, 2 May 2025 at 4.00pm.

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will ideally take approximately three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

Mary de Nys
Human Resources Officer/Principal's Assistant



Position Information Document (PID)

As an Early Years to Year 12 Catholic, coeducational College with over 1,500 students, Tenison Woods College is renowned for its academic achievement, wonderful facilities, strong pastoral care program, close involvement of families and a safe, supportive learning environment.

The College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment.

Sugarloaf Café Attendant/Barista Education Support Officer (ESO)

Status:	<p>These are permanent part-time positions working in the Sugarloaf Café at the College.</p> <p>We have 2 roles currently available:</p> <p>Role 1 is working 5 days a week, 41 weeks per year working 10.30am to 2.30pm (20 hours per week).</p> <p>Role 2 is working 2 days a week (Thursday and Friday), 8.00am to 4.00pm (15 hours per week).</p> <p>Barista experience is desired but not essential.</p>
Commencement date:	May 2025
Area of appointment:	Sugarloaf Café
Position Reporting to:	Principal; Business Manager, Café Manager
Employment Requirements:	<p>The person appointed to this position is accountable to the Principal with day-to-day supervision delegated to the Café Manager. It is a position that will require a flexible approach to all the required tasks and a total school view in the approach to the job.</p> <p>As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also always ensure that you avoid injury to the religious susceptibilities of the Catholic school community.</p> <p>This position has a 3-month probation period.</p>

General Requirements – Non-Teaching Staff

Non-teaching staff of Tenison Woods College fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with WHS policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development or work-related sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated task at major school events such as sports days, school masses, and assemblies.

Role Purpose

The successful applicant will:

- Demonstrate a high level of personal integrity and conduct.
- Demonstrate problem solving and recommend practical solutions to operational problems.
- Barista experience is essential.
- Have a welcoming personality and demonstrate sound interpersonal skills to maintain positive working relationships with a wide variety of stake holders including addressing issues with patience and diplomacy.
- Work without supervision; cope with high volumes of work; deal with competing demands; set and meet deadlines; determine priorities and organise activities to provide excellent service.
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results.
- Participate in relevant training and development activities.
- Support the development and maintenance of a best practice WHS culture within the workplace.
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.

Role Requirements

The person appointed to this position is accountable to the Principal with day-to-day supervision delegated to the Café Manager. It is a position that will require the following attributes:

- Proven work experience in hospitality as a barista / café assistant.
- Hands-on experience with a variety of commercial kitchen equipment.
- Customer service experience.
- The ability to assist with food preparation.
- Ensure compliance with all Health and Safety regulations within the kitchen area.
- Familiarity with sanitisation regulations.
- A welcoming personality and excellent customer service skills.
- Understanding of Work Health & Safety Regulations and Food Safety practices.

The successful applicant should be able to:

- Display superior customer service standards.
- Work without supervision and cope with high volumes of work.
- Demonstrate a high level of personal integrity and conduct.
- Demonstrate problem solving and recommend practical solutions to operational problems.
- Participate in relevant training and development activities.
- Develop a sound working knowledge of operations, systems and processes.
- Support the development and maintenance of a best practice WHS culture within the workplace.

The appointed person will need to possess the following attributes:

- A friendly, outgoing disposition.
- Be customer orientated and can build sound customer relationships with senior school students and teachers.

- High level of attention to detail.
- Sound knowledge of WHS and Food Safety requirements.
- Ability to reflect the Catholic ethos of the College in a practical way.
- A current driver's licence.

The position involves the following duties:

- Taking customer orders with a welcoming greeting, completing the order accurately in a quick manner and providing the correct change (if applicable).
- Preparing coffees and other beverages.
- Checking stock levels and notifying the café management of any shortfalls.
- Make sure the café is kept in a clean and is displayed professionally.
- Food preparation.
- Balancing the cash register at the end of each day.
- Any other duties as designated by the Café Manager.
- Ensure that all customers receive an extremely high level of efficient and friendly service.
- Always promote the College in a positive manner both within and outside the school.
- You may be expected to assist with the supervision of students who work in the café.

Specific requirements

Qualifications and Training

- Working with Children Check to work in Catholic Education SA.
- Food handling certificate.
- Approved Responding to Risks of Harm, Abuse & Neglect (RRHAN-EC) training (this can be organised by the College).

Your Responsibility

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the name, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Friday, 2 May 2025 at 4.00pm.**

Please email a copy of your application (as ONE DOCUMENT) to Mary de Nys at denym@tenison.catholic.edu.au or send your application via post to:

Mary de Nys
 HR Officer
 Tenison Woods College
 PO BOX 965
 MOUNT GAMBIER SA 5290

Please Note: This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.