

## **CATERING / KITCHEN SHIFT LEADER - Position Description**

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<b>JOB TITLE:</b>	Catering / Kitchen Shift Leader
<b>DIVISION:</b>	CRU Galston Gorge - Catering
<b>JOB TYPE:</b>	Permanent – Full Time or Part Time
<b>LOCATION:</b>	CRU Galston Gorge
<b>REPORTS TO:</b>	Catering Manager
<b>DIRECT REPORTS:</b>	Kitchen staff on shift
<b>KEY STAKEHOLDERS:</b>	Site Director; Catering Staff
<b>HOURS OF WORK:</b>	As per roster and will include some weekends
<b>REMUNERATION:</b>	Salary based on the Hospitality (General) Award 2010
<b>DATE PREPARED:</b>	February 2023

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### **POSITION SUMMARY**

The role of the Catering /Kitchen Shift Leader is to lead and supervise the Catering team whilst on shift, in all areas of the kitchen in accordance with work, health and safety standards.

### **ABOUT THE ORGANISATION – CRU**

#### **Mission Statement and Purpose:**

CRU is a Bible-based, interdenominational Christian youth organisation whose mission is to help the students of the independent schools of Australia to know and follow Jesus. We seek to expose students to the gospel, win them to Christ, disciple them in their faith and train them for a lifetime of service.

Similarly, we pray that each employee will grow in their relationship with God and will develop new skills and abilities to serve Him. Our staff look to work together as a team to build each other up, not just to be productive workers, but to be people who will grow in their love and knowledge of God.

**Theme verse: ‘We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done.’ Psalm 78:4b**

We work towards this purpose using three core ministry strategies:

- CRU Holiday Camps - residential and day camps for school students during school holidays on both the east coast and in Perth;
- CRU Educational Camps - fully programmed camps for school year groups during term times; and
- Schools Ministry - encouraging and supporting Christian groups and speaking in school chapels and assemblies on both the east coast and in Perth.

This ministry is underpinned by administrative support, and by the operation of two Camp and Conference Centres at Galston and Lake Macquarie, where students and campers can enjoy a fantastic camp experience while at the same time grow in their faith.

#### The CRU Campsites:

CRU Galston Gorge Camp and Conference Centre (CRU Galston Gorge) is set in peaceful bushland on the western side of Galston Gorge. It is one of two campsites owned by CRU, the other being CRU Lake Mac, located on the Morisset peninsula of Lake Macquarie and set on 25 acres with lake frontage. Both campsites are dedicated to CRU's mission and as such are used to run school and holiday camps where children and youth are challenged with the gospel and encouraged to grow in their faith. Additionally, when not being used by CRU's own camps, the sites are hired to guest groups as a way of generating funds to enable our Schools Ministry division to work with teachers and students attending CRU lunchtime groups at schools.

#### KEY DUTIES AND RESPONSIBILITIES (but not limited to)

- Under the direction of the Catering Manager, coordinate and supervise general food production, being 'hands on' as required.
- Assist in ensuring compliance with, and the training of catering staff in operating procedures, food production and service.
- Stock rotation and food quantity/quality control.
- Effective management and assistance with the oversight of the site's response to special diets and allergies.
- Participation in staff Bible studies, prayers and devotions.
- Participation in meetings with the Catering Manager and Site Director and/or other CRU personnel as required.
- The carrying out of other duties as directed by the Executive Director or his appointed proxy.
- General site duties as directed by the Site Director, which could include duties from other areas of operation.

## ESSENTIAL POSITION CRITERIA

- Mature Christian faith and active involvement in a Christian church. This will be demonstrated by evidence of commitment to Christian Ministry and Service.
- Full agreement with CRU's 'Basis of Belief' statement and its practical out-workings.
- A desire for evangelism, especially to children and youth would be beneficial.
- Competent skills and experience relevant to this position.
- Ability to work both independently and in a team.
- Strong people management and interpersonal skills.
- Proven organisational skills.
- A customer centric approach.
- Willingness to serve others.
- Ability and willingness to work irregular hours as necessary.
- Efficient communication to liaise with both external guests and internal staff.
- Appropriate health and fitness to carry out all duties in a safe and efficient manner.

### **Education/Qualifications:**

- Trade qualifications in catering, hospitality or related areas would be highly regarded.
- Hands on experience in a similar role would be highly considered.
- Current first aid certificate (or be willing to obtain one).
- Hold a current driver licence.

### **Experience:**

- Experience in food preparation and cooking for large volumes of people would be advantageous.
- Experience in Christian camping and conferencing, or similar, would be highly regarded.
- Experience in supervising and leading a team in a fast-paced environment.

### **Hours of Work:**

- 38 hours per week (for full time hours) based on staff rosters. 2 weekends out of 4 will be required, or as necessary, in accordance with the needs of our groups.

## PROHIBITIONS

Prohibited persons under applicable Child Protection legislation are ineligible for this position. Continuing to meet these requirements will be essential for continued employment. Prior to commencing employment, the successful applicant will be required to sign various documents to allow screening relating to Child Protection Legislation and protocols.

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