



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

INFORMATION FOR APPLICANTS

Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.

VACANCY

POSITION:

Café Manager
Part time / Term Time only
Permanent

If you are an experienced café manager, or barista with a 'keen eye' on understanding what sells in a café environment, but you're now looking for a shorter working week and have the school holidays off, then please read on!

In January 2018 Nayland College is due to open a brand new onsite café catering to students, staff and catering for internal school functions. The café facility has been architecturally designed and will be packed with the latest commercial kitchen facilities.

We're looking for an experienced café manager who can take autonomous control of the café, including its functions, design a menu that is suitable for our year 9 – 13 students and work closely with our Hospitality staff to utilise food offerings that will support the café menu.

You will have an outgoing friendly personality, who works well under pressure and can easily supervise one other staff member and students who will assist in the running of the café from time to time. This is a very hands-on role, whereby you will be integral in the running of the café. This is a rare position with being term time only, approximately 40 weeks per year, 6 hours per day.

Nayland College is an established co-ed school in Stoke, Nelson with a student role of some 950 students. Established in 1967, today the school is a vibrant creative learning institution that is strategically focused on providing and creating a collaborative learning environment.

APPLICATION:

Applications close with Cristy Monds, PA to the Senior Leadership Team, Nayland College, 166 Nayland Road, Stoke, Nelson, email: cristy.monds@nayland.school.nz at 12 noon on **17 November 2017**

Please complete the application form and attach a cover letter and a CV detailing qualifications, previous experience and other information relevant to this application.



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INTERVIEWS: After reviewing applications, the College will shortlist and interview. Shortlisted applicants will be advised of the details, and reasonable expenses will be met.

APPOINTMENT: Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties January 2018.

ADDITIONAL INFORMATION: A job description and relevant information is attached.

Enquires can be answered by:

- Cristy Monds, PA to the Senior Leadership Team
P: 03 547 9769
E: cristy.monds@nayland.school.nz

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

Daniel Wilson
PRINCIPAL

CAFÉ MANAGER JOB DESCRIPTION 2017



Employee:

Hours per week/Weeks per year: 30 hours / Term Time Only (40 weeks)

Tenure: Permanent

Responsible to: (i) Principal (Daniel Wilson)
(ii) Business Manager (John Hall)

Direct reports: School Services Assistant
Staff Room Assistant

General Description of Duties:

On a daily basis, the Café Manager is responsible for managing the café and catering operations of the school, including management of the staff directly reporting to this position.

Duties	
1.	<p>As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies</p> <ul style="list-style-type: none"> a. Positive professional relationships with all staff members are maintained b. Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance c. School administration is supported d. The hours of work, as arranged, are strictly followed e. The Principal is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary f. Any other tasks as allocated or directed by the Senior Leadership Team
2.	<p>Management of Cafe</p> <ul style="list-style-type: none"> a. Oversee food menu design b. Oversee the Café to enable provision of catering for school functions and events c. Manage the school catering services and café to run efficiently and at a break-even or profit. d. Ensure that the café offers real world food and cooking opportunities for students in conjunction with the Technology/Hospitality Learning Area, including the certification to supervise and mark NCEA assessments e. Ensure the café delivers food, baking, barista and food safety assessment standards in conjunction with hospitality staff and students f. Oversee the café environment to ensure that it is modern, pleasant and welcoming
3.	<p>Management of Catering Services</p> <ul style="list-style-type: none"> a. Oversee the introduction of catering services via the Café facility. b. Design specific catering food menus, with preparation of food to be on-

Duties		
		<ul style="list-style-type: none"> c. Efficiently run the school catering services
d.	Staff Management	<ul style="list-style-type: none"> a. School Services Assistant b. Staffroom Assistant
e.	Health and Safety	<ul style="list-style-type: none"> c. To ensure the café and catering areas fully comply with all Health and Safety and Food Hygiene regulations at all times. d. Reporting maintenance issues to the Business Manager. e. Ensuring that any risk assessments are complied with. f. Overseeing money handling procedures as required
f.	General	<ul style="list-style-type: none"> a. It should be noted that other tasks and duties may be allocated by agreement in consultation with Business Manager and the Principal as and when required.

PROFESSIONAL DEVELOPMENT AND REVIEW

The Café Manager is expected to set professional goals, and participate in the Nayland College Professional Development Process.

Professional Development discussions with the Business Manager will help identify strengths, highlight issues needing resolution and confirm professional goals. The Food Services Manager will undertake training identified as necessary.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This job description may be reviewed annually at the discretion of the Principal.

Daniel Wilson (Principal)

(Employee)

Dated



Application for Appointment (Non Teaching)

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

POSITION APPLIED FOR: Café Manager

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:	
Postal Address:		
Telephone Nos: Home:	Mobile:	
Email Address:		
Ministry of Education Employment No (if previously employed in the education sector):		
Date of Birth:	Gender: M/F (please circle)	Ethnicity:
Emergency Contact Name:		
Telephone Nos: Home:	Mobile:	
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)		
Any other personal details relevant to your application for appointment:		

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.
4. Extra-curricular activities with which you may be willing to assist.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of any offence against the Law (apart from minor traffic convictions ie. speeding ticket) or otherwise know of any reason you should not be employed to work in the school environment? YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

Closing date: 17 November 2017