

Canteen coordinator Position Vacancy 2018

Providing Interdenominational Christian Education

PRIMARY AND SECONDARY OFFICE: PINEAPPLE ROAD, GOONELLABAH

POSTAL ADDRESS PO BOX 7033, LISMORE HEIGHTS NSW 2480

PHONE: (02) 6624 2711 FAX: (02) 6624 4760

AFFILIATED WITH CHRISTIAN SCHOOLS AUSTRALIA AND OPERATED BY CENTRECHURCH LISMORE

Canteen coordinator application

DETAILS			
Position Applied for:			
Date of Application:			
PERSONAL INFORMATION			
Title:			
First Name:			Last Name:
Address:			
Contact:	(H)	(W)	(M)
Email:			
D.O.B.	Place of Birth:		
Marital Status:	Spouse's Name:		
Family Details:			

Thank you for your interest in applying for the **position of Canteen co-ordinator at Summerland Christian College.**

Please consider the following six content **requirements for applications** to this position:

1. A cover letter of up to 2 pages introducing yourself to the selection panel. Please describe your Christian walk and church involvement;
2. A current curriculum vitae that includes your personal details, current and relevant employment history, education, qualifications and professional memberships and training courses completed. Include the names and current phone numbers of three referees, including a Minister/Pastor and Board Chair, if possible, who may be contacted to testify to your professionalism and Christian character;
3. A statement of up to 2 pages outlining your experience and capability against the position description;
4. Carefully read our Charter and Statement of Faith and indicate your degree of support;
5. Complete the Beliefs and Ideas summary form; and
6. Complete, sign and return the Pre-Employment Health Declaration.

Confidentiality of Applicant Information

All information provided by applicants in submission to this position will be kept by the College Principal in strict confidence; without disclosure to other parties except with the expressed consent of applicants.

Closing Date for Applications is: 15th January 2018.

Applications are to be:

- posted to the Business Manager Alex Reed at PO Box 7033 Lismore Heights 2480; or
- emailed to: office@sccollege.nsw.edu.au

Position Description

The Opportunity:

Summerland Christian College seeks to employ suitable candidates to join the College staff team. Experience and appropriate qualification are preferable but not essential. This employment hours is based on the needs and the enrolments of the College. Successful applicants will need to demonstrate:

- an active Christian faith;
- a capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment;
- a capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary;
- proficiency in the use of office systems, software or technical equipment as relevant to the position;
- a capacity to work cooperatively with a range of people including teachers, education support, students and parents;
- a commitment to professional learning and growth; and
- a willingness to assist students in specific self-care tasks such as toileting and dressing.

4. Summerland & Hinterland Christian Colleges Charter and Statement of Faith

Summerland Christian College is a member of Christian Schools Australia and supports both the CSA Charter and the Statement of Faith.

CHRISTIAN SCHOOLS AUSTRALIA CHARTER

Members of CSA define themselves as Christian schools in terms of this Charter.

A Christian school is a Christ-centred and Biblically based educational community, therefore:

- The Lordship of Christ is foundational in all its teaching and learning;
- Its governors acknowledge Jesus Christ as Lord and Saviour, and formulate policies and make decisions prayerfully, in dependence on the wisdom of God and in the light of Biblical principles;
- It is committed to implement policy to support the principle that an essential characteristic of a Christian school is the employment of staff members who acknowledge Jesus Christ as Lord and Saviour;
- It acknowledges that parents are mandated by God to bring their children up in the discipline and instruction of the Lord, and have the prime responsibility for the education of their children. It also accepts that parents, the church and the State may all exercise legitimate roles in the operation of schools in such ways that parents may with integrity fulfil their responsibility under God;
- Its students are valued as God's image-bearers;
- Its members are encouraged to love each other as Christ loves them; and
- It cooperates with other Christian schools in order that God's Kingdom may be advanced.

CHRISTIAN SCHOOLS AUSTRALIA: STATEMENT OF FAITH

The Statement of Faith of CSA is as follows:

God

There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled.

God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children.

Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.

The Lord Jesus Christ is the eternally existing, only begotten Son of the Father.

He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, His people whom

He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.

The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life

bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible

The Bible, which is comprised of the books of the Old and New Testament, is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

God's World

Adam and Eve, the parents of all humankind were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling, caring for and enjoying God's creation. Consequently the purpose of human existence is to glorify God and enjoy Him forever.

Sin entered the world through Adam's disobedience, because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgement.

All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's true meaning and purpose.

God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling in love and unity and in obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed. Christian parents are required to bring their children up in the discipline and instruction of the Lord and to diligently teach them the truth of God's Word.

As a Christian learning community, we hold the following Biblical values, and seek to promote these values among our families and students by the teaching and lifestyle of the Principal and Staff.

With God's help the Principal and Staff should:

- (a) Give first priority in life to the one true God revealed in the Bible as three persons: Father, Son and Holy Spirit. - Matthew 4:10; Matthew 22:37; 2 Corinthians 13:14
- (b) Not worship material goods, popularity or power. - Mark 8:36
- (c) Not use language that is blasphemous or unwholesome. - Ephesians 4:29
- (d) Be just and fair in all dealings with other people. Not discriminate in relationships against others because of race, beliefs, gender, disability or values. - Galatians 3:28
- (e) Be willing to support families and to provide for family needs and to set apart time for God and relaxation. - 1 Timothy 5: 18b; 1 Timothy 2: 2b
- (f) Honour parents and those set in authority over us. - Ephesians 6: 1-3; Colossians 3:22

- (g) Respect the sanctity of life in all situations, love others as oneself and avoid actions, words or attitudes that will deliberately hurt others. Be quick to forgive where offences have occurred. - John 15:13; Matthew 6: 12
- (h) Respect the sanctity of marriage as a lifelong commitment rejecting divorce as an option to solving marriage difficulties except as allowed by the Bible, maintain fidelity in marriage, and ensure that sex occurs only within a monogamous marriage; and that we abstain from pre-marital sex, extra-marital sex and/or intimate romantic relationships outside of the marriage relationship, de-facto marriage and homosexual relationships.

1 Thessalonians 4:3; Hebrews 13:4; Genesis 2:23-24; Mark 10: 7-9; 1 Corinthians 6: 9

- (i) Respect the property and good name of others and not steal their property or their reputation. - Ephesians 4; 31, 32; Matthew 19:18
- (j) Speak truthfully and not lie or spread false or distorted information about others. - Colossians 3: 9
- (k) Abstain from greed, lust, pornography, gluttony, drunkenness and banned substances. - Romans 6: 11-14
- (l) Handle disputes or grievances in a God honouring and Biblical manner. - Matthew 7: 1-5; James 4:11
- (m) Not adhere to teaching or promote any occult beliefs, values or practices, e.g. astrology, divination, eastern spiritualism, or mysticism, New Age beliefs or practices, or any other religious or cultish practices based on the above, and contrary to the Word of God. - Deuteronomy 18:10-12; Galatians 5:19; Revelation 21:8

I, _____do sincerely declare that I support this
Charter and Statement of Faith.

Applicant's signature _____

Date: _____

5. Beliefs and Ideas

There are some areas where Christians differ in their beliefs. While the school does not demand uniformity in all these areas, we are interested in what you believe because it impacts on the way you are able to relate to the school community. Please make a very brief summary of your ideas and beliefs in the following areas.

Miracles today	
Charismatic Gifts eg, Speaking in tongues	
Creation	
The authority and historical accuracy of the Bible	
The outworking of grace	
Homosexuality and gay marriage	
The role of the Holy Spirit today	

SUMMERLAND & HINTERLAND CHRISTIAN COLLEGE

Pre-employment Health Declaration

Employment with Summerland (SCC) & Hinterland Christian Colleges (HCC) is conditional on the applicant being a fit and proper person and fully able to perform the inherent requirements of the position. When completing the pre-employment health declaration it must be in full knowledge of the position as outlined in the duty statement, and selection criteria. Read the documents carefully and discuss any queries that you may have prior to completing the form with the Principal.

The primary purpose of this pre-employment health declaration is to assist SCC & HCC to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the pre-employment health declaration to deny a person employment solely because of disability or illness. The pre-employment health declaration does enable, where applicable, appropriate and reasonable action to be taken by SCC & HCC to meet the provisions of *Workplace Injury Management and Workers Compensation Act 1998* and the *Workers Compensation Act 1987* .

These Acts require disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

These Acts require that an employer shall provide and maintain, so far as practicable, for employees a working environment that is safe and without risks.

Failure to make a disclosure, or the making of a false or misleading disclosure, may disentitle you to compensation should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arising from employment with Summerland Christian & Hinterland Christian Colleges. Summerland Christian & Hinterland Christian Colleges may rely upon any failure to disclose in accordance with the provisions of these Acts as grounds for denying compensation.

This pre-employment health declaration also assists SCC & HCC to obtain information to enable it to meet its obligation under the *New South Wales Anti-Discrimination Act 1977 (NSW)* to make reasonable adjustments for an employee or prospective employee in order to perform the genuine and reasonable requirements of the employment.

Privacy Notice: The collection and processing of this information is in accordance with the *Privacy and Personal Information Protection Act 1998*

The completed pre-employment health declaration form will be retained on your personnel file. Where employment is not taken up, for whatever reason, all documents relating to your application will be retained for six months after the finalisation of any appointment appeal and then destroyed.

SCC & HCC may disclose some of your personal information, as applicable, to an independent medical examiner should SCC & HCC require an assessment of your suitability for employment and fitness for duty. Your health declaration may be also disclosed to SCC's & HCC's WorkCover insurer should you submit a WorkCover claim for compensation. You are able to request access to the personal information that SCC & HCC holds about you and request that it be corrected by contacting the Principal. Information about the Department's privacy policy is available on the College website.

Personal Details

Given Names:		Family Name:	
If your name has changed, state your previous name:			
Address:			

1. Health Declaration

Q1. Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position?

In answering this question Yes or No you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly) If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?

Q2. Do you have an existing injury or condition or pre-existing injury or condition that could be affected by the nature of the proposed employment?

Existing is a condition for which treatment is still being received. Pre-existing is where an injury or condition/s is present but treatment is not required. If yes please provide details of the injury or condition(s). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?

Q3. Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace?

If yes, what specific adjustments or modifications can be made (if any) to ensure your workplace is safe and without further risk to your health?

Q4. Have you ever been medically retired from a previous position?

EMPLOYEE DECLARATION

I, _____ of _____
do sincerely declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my past or present state of health has been withheld. I hereby agree to undergo a health assessment by a medical practitioner if deemed necessary by the SCC & HCC.
I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions before mentioned may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal. I understand that this pre-employment health declaration may form part of my file.
Applicant's signature _____
Date: _____