

## Position Description

<b>Position title:</b>	Hospitality Coordinator	<b>Reports to:</b>	Manager, Mylor Adventure Camp
<b>Program / Department:</b>	Adventure Pathways	<b>Primary work location/s:</b>	Mylor Adventure Camp
<b>Award:</b>	FIA	<b>Classification:</b>	Team Leader (Above Award)

## Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

## Our values

<b>Integrity</b>  Ensuring personal and corporate transparency and the highest ethical standards.	<b>Compassion</b>  Treating people and communities with empathy, dignity and fairness.	<b>Empowerment</b>  Releasing individual strengths that promote personal and community transformation.	<b>Innovation</b>  Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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## About the role

The Hospitality Team Leader leads the day-to-day catering operations for hospitality at Adventure Pathways, combining strong industry experience with a creative flair for camp-style dining. Leading across multiple sites, you'll manage a capable kitchen team, plan and deliver high-quality, budget-conscious menus, and ensure smooth operations from prep to plate. This is a hands-on role—most days will be spent in the kitchen or dining space, leading by example, with some time allocated for planning, ordering, and administration.

We're looking for someone who:

- Brings professional culinary expertise into a fun, community-focused setting.
- Thrives on leading a team from the floor, setting high standards and coaching others to meet them.
- Can think creatively within budget, designing menus that are fresh, seasonal, and suited to the rhythms of camp life.

# Role responsibilities

## Team Leadership

- Model Baptist Care SA's values and foster a positive, collaborative team culture.
- Recruit, train, and lead a team of catering staff, casual cooks, and kitchen assistants.
- Provide ongoing supervision, coaching, and performance feedback.
- Facilitate hospitality team meetings and contribute actively to site staff meetings.
- Support professional growth through mentoring and skills development.

## Kitchen and Food Service Operation

- Oversee the daily preparation, cooking, and service of all meals for campers and guests.
- Maintain high standards of food quality, presentation, and safety.
- Ensure meal production and delivery aligns with set menus, dietary requirements, and timeframes across our campsites and expeditions
- Plan and coordinate food preparation for special functions and off-site programs.
- Lead by example in maintaining a clean, efficient, and positive kitchen environment.

## Communication and Teamwork

- Coordinate the implementation of hospitality related tasks, ensuring they are completed to a high standard and seeking support from the Manager, Mylor Adventure Camp as required.
- Coordination of meal preparation, service and clean-up.
- Ensure that the clean-up after all meals, including filling in checklists for end of day, end of camp and weekly cleaning is undertaken.
- Provide direction to team and ensure special dietary needs are catered for correctly, including liaison with guests as required.
- Planning and coordination of food preparation for on and off-site functions, including packing of foods for Adventure Service trips as per trip menu sheets.
- Provide training and upskill employees on the expectations around food handling policies and procedures.

## Service Delivery and Menu Planning

- Develop creative, balanced menus that suit a camp environment and diverse groups.
- Plan for and deliver special dietary requests
- Incorporate seasonal and locally sourced ingredients where possible.
- Adjust menus and service approaches in response to feedback, budget, and guest needs.
- Bring fresh ideas to enhance the overall hospitality experience at camp.

## Financial Coordination

- Manage kitchen budgets, ordering, and stock control to achieve cost targets.
- Working with procurement, source suppliers and negotiate for best value on food and supplies
- Approve and code invoices for processing.
- Monitor waste, portioning, and storage to ensure efficient use of resources.

## Workforce Management

- Recruit staff as required.
- Ensure all rosters are completed with appropriately staffing and the rosters made available to employees within the “Award determined” timeframes.
- Ensure rosters are developed in a cost-effective way within budgets.
- Organise and oversee training and development of Hospitality Staff.

### Facilities and Equipment

- Ensure all catering equipment is cared for, well maintained and in safe working order.
- Ensure adequate storage of food and equipment.
- Identify any site or equipment maintenance issues or needs and communicate them through designated channels.

### Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

### Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others’ health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
- Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
- Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA’s policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

## About you

### The qualifications you bring

- Certificate IV or above in Catering and/or Hospitality services or extensive equivalent experience

### The experience you bring

- Managerial experience of a dedicated work team, preferably in a catering setting
- Experience working/leading in a commercial kitchen
- Experience in customer service environment preferred
- Experience working in an organisation with a Christian ethos and values

### The competencies (knowledge, skills and behaviours) you bring

- Working knowledge of safe work practices and risk management practices and standards.
- Ability to work effectively to a schedule with energy and flexibility.
- Demonstrated ability to positively influence and lead a work team in the area of workplace culture and their specific function.
- Sound interpersonal and communication skills.
- High level of computer literacy in MS Office applications.
- Proven ability to create effective systems and processes.
- Possesses a strong internal drive for maintaining a tidy and organised workspace, with a natural tendency to notice small details.
- Ability to work unsupervised and as part of a team.
- Demonstrated alignment to the vision, mission and values of Baptist Care SA

### Other specific employment requirements

- Food Safety Supervisor Certificate
- A valid DHS Working with Children Check & National Police Check
- Training – Safe Environments for Children and Young People
- Training – Provide First Aid HLTAID003 or equivalent
- Travel within South Australia will be required
- A valid full South Australian C Class driver's license
- Ability to work outside of normal office hours will be required
- Strong track record of leading teams within a faith-based organisation
- Current membership and attendance within a mainline Christian denomination

### Desired Requirements

- Experience in a similar role in the hospitality industry
- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

## Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

## Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	People & Culture Business Partner	Version:	2
Effective Date:	October 2025	Review Date	October 2028