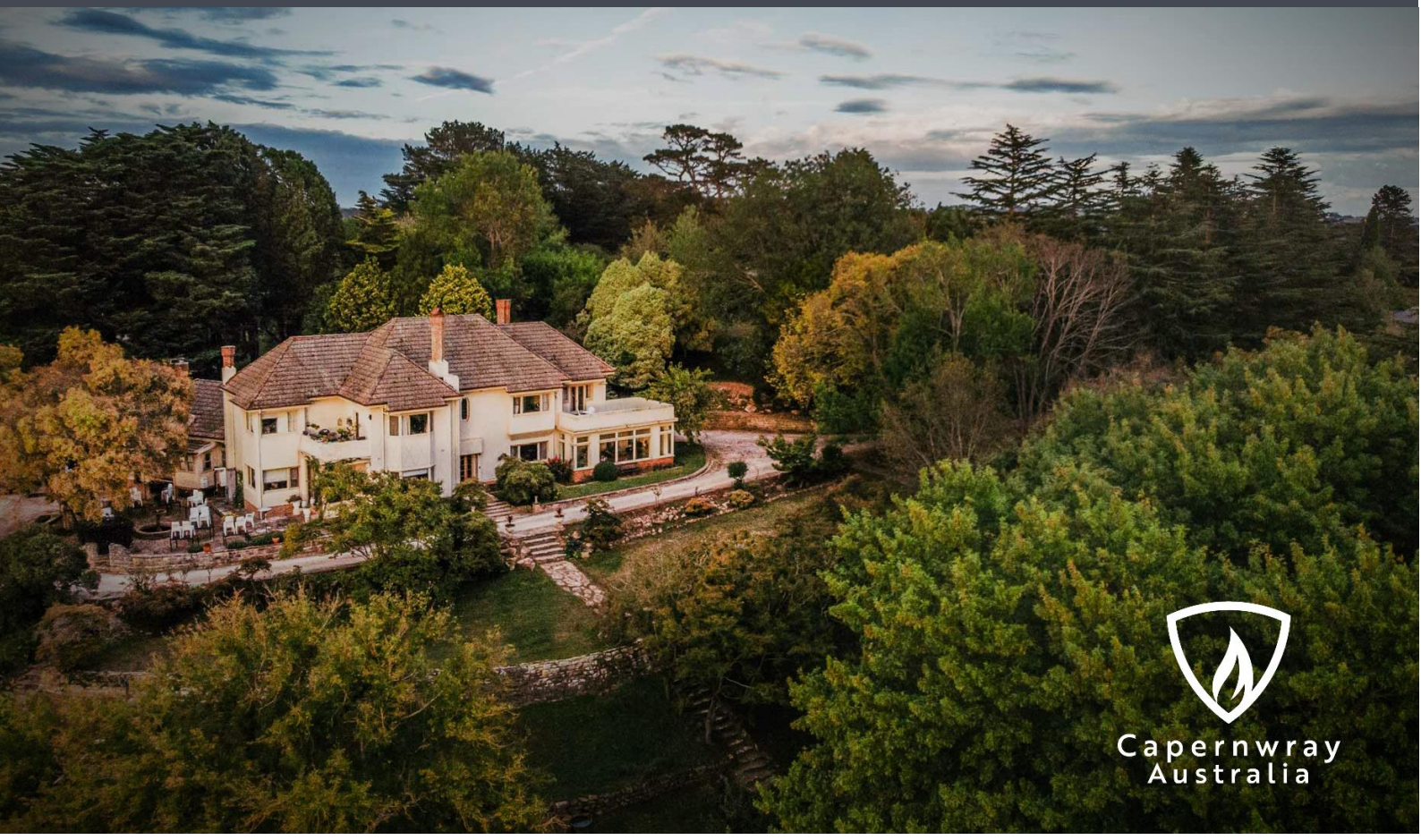
Appointment of

ASSISTANT CATERING MANAGER



Background To Capernwray

Capernwray is an international interdenominational, Christian Bible School and Conference Centre located in the Southern Highlands of New South Wales.

Capernwray also known as Torchbearers was born out of the devastation of World War II when the spiritual vacuum in the lives of those affected by war, both English and German, was apparent. This need led to the purchase of “Capernwray Hall” in 1946 in Lancashire, just south of the famous Lakes District of northern England. It was in a rundown state, yet became a centre for short term Bible Schools in the winter and a Bible conference programme in summer. (Since that time Capernwray Hall has been restored to its former glory as a 19th century mansion set in 175 acres of parkland). It was German youth who came in those early years to Capernwray who began calling themselves the ‘Fackeltraeger’ or carriers of the torch’ Thus in 1947, “Torchbearers” began!

The ministry extended to Europe and now operates in many countries around the world, including England, Germany, Austria, Spain, Sweden, Switzerland, U.S.A., Canada, Indonesia, India, New Zealand, Japan, Costa Rica, Philippines, Malaysia and Australia. Each of the 26 centres already established is a base centre for evangelistic outreach, intensive short-term Bible School, conferences and camps.

Capernwray Australia sits on 28 acres of land originally part of 600acre Throsby Park grant estate which included the site of Bong Bong, the first settlement in the Southern Highlands, New South Wales. The land was purchased by Mr & Mrs Sanderson. It took Mrs Sanderson months to find the ideal site for her homestead; a depression on the slope of a group of hills on commanding a view that stretched across the Wingecarribee River. Built in 1938, the Main House was filled with furniture form all around the world. The Sanderson’s travelled the world collecting pieces to send back to Australia. Many of these pieces are still in place today, including the staircase, mantles from Italy and London and tapestries.

The home was sold later by the Sanderson and purchased by Everitt and Dorothy Hindmarsh (year unknown).

Majo Ian Thomas purchased 10 acres of land including the Main House from Dorothy Hindmarsh in November 1970 to be used to further the Torchbearers Ministry. A further 18 acres was purchased in 1973.

Since Capernwray Australia opened its doors in 1972, we have seen over 2,500 students from 35 different countries come to study with us.

Each year we welcome around 100 students from across the world through our programs, with a maximum of 51 students participating in any one program. Alongside our students, our community includes 8-10 volunteers and a team of 14 staff members.

JOB DESCRIPTION

Job Title: Assistant Catering Manager

Job Type: Part-Time (33-35 hours per week: Wednesday - Sunday)

Remuneration: Dependent on experience and qualifications

Key Responsibilities specific to this role:

- Support the Hospitality Manager in all aspects of kitchen and dining service operations
- Supervise kitchen staff, volunteers, and students during food preparation, service, and clean-up
- Ensure timely and efficient preparation and service of meals
- Provide guidance, training, and support to the kitchen volunteers
- Promote a culture of respect, collaboration and hospitality
- Prepare meals and baked goods as per menu plans
- Provide appropriate meal alternatives to accommodate dietary needs
- Maintain high stands in food presentation, quality, and portion control
- Step into cooking or prep duties as needed to support and train volunteers
- Ensure kitchen operations comply with food health and safety regulations
- Oversee the cleanliness and sanitation of food preparation and service areas
- Promote best practices in hygiene and food safety among staff and students
- Assist with inventor control, stock rotation, and ordering supplies
- Organise deliveries and maintain efficient storage of stock
- Inform the Hospitality Manager to any stock shortages or issues
- Supervising and instructing students on work day in the kitchen

Key Responsibilities common to all Capernwray staff

1. To co-lead a ‘Family Group’, offering discipleship and encouragement to the students within the group along with marking their bible studies.
2. To participate fully in Capernwray’s community life, including attendance at staff meetings, daily devotionals, social events and staff retreats.
3. To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Director.
4. Offering pastoral support to students on a ‘one to one’ basis
5. To assist in the preparation and running of Capernwray events which may fall outside of normal working hours
6. As required, to promote and represent Capernwray locally and nationally and internationally.

Essential Skills:

- Minimum of 12 months experience in food catering to large numbers
- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Ability to work effectively as part of a team and independently
- Ability to prioritise tasks and work efficiently in a fast-paced environment
- Understanding of food safety and hygiene practices (or willingness to obtain certification)
- Physical ability to undertake manual handling, including lifting, standing for extended periods, and working in a commercial kitchen environment.
- Ability to multi-task. Cooking, cleaning & supervising
- Current Drivers Licence

Desirable Attributes:

- Current Food Handling Certificate
- Current First Aid Certificate

HOW TO APPLY

- Applicants will need to show that have a legal right to work in Australia.
- Applicants must subscribe to the ministries Statement of Faith

Please complete the Employment Application Form on our website:
https://capernwrayaustralia.org/application-for-employment/

The Director will contact you should an interview be desired. Shortlisted candidates may be required to complete a paid trial period of up to one week.

Closing Date: 30 October 2026
Starting Date: 11 January 2027

STATEMENT OF FAITH

Our mission is to proclaim the transforming presence of Jesus Christ through biblical teaching and practical training, equipping men and women for service in His church worldwide.

- The Bible is, in its entirety, the revelation of God for mankind, inspired by the Holy Spirit.
- God is the triune God: Father, Son and Holy Spirit.
- The Lord Jesus Christ is God's Son being one with the Father. All things are created by Him and for Him.
- Through the action of the Holy Spirit, and born of the Virgin Mary, He became man.
- He was without sin and of His free will, and by His sacrificial death upon the Cross, He brought about salvation for this fallen world.
- He is the only mediator between God and man, and by accepting His salvation through faith, man is justified from his sins and receives forgiveness and eternal life.
- Jesus Christ is risen bodily from the dead.
- Jesus Christ will return to deliver just judgement and to bring all things to completion.
- The Holy Spirit is God in unity with the Father and the Son.
- Through the outpouring of the Holy Spirit, Jesus Christ comes to dwell within those who accept Him through faith. Through the presence of the Holy Spirit, a person becomes a new creature and is being transformed into the likeness of Jesus Christ.
- Jesus Christ adds those who believe in Him to his Body. This is His church on earth, of which He is the Head.