KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Barista Café Diem

Job type Full time, fixed term

Start date Earliest convenience

Apply by 22 October 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Barista is responsible for supporting the daily operations of the school café, Café Diem. This includes preparing and serving beverages and food, maintaining cleanliness, and delivering excellent customer service to students, staff, and visitors. The role requires interaction with a diverse student population and ensuring the café operates smoothly and efficiently.

Job description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

Key Duties

1. Customer Service

- Serve students, staff, and visitors in a friendly and professional manner;
- Take and process orders efficiently, ensuring accuracy and clarity;
- Explain menu items in detail and provide recommendations based on customer preferences;
- Handle customer payments, operate the POS (Point of Sale) system, and manage transactions accurately;
- Respond to customer inquiries, concerns, and feedback in a polite and effective manner.

2. Beverage & Light Food Preparation

- Assist in preparing a variety of beverages, including coffee, tea, and smoothies, in accordance with established recipes and school standards;
- Prepare and arrange light food items (e.g., sandwiches, muffins) for display and service;
- Ensure all beverages and food items meet quality and presentation standards.

3. Cleaning & Maintenance

- Maintain a clean and organized work environment, including counters, coffee machines, and food preparation areas;
- Take responsibility for the care of coffee machines, grinders, and other equipment;
- Perform deep cleaning and routine maintenance of machines;
- Identify and promptly report any equipment faults or issues;
- Follow established cleaning protocols to ensure hygiene and safety standards are met;
- Regularly inspect and clean equipment to ensure proper working condition;
- Dispose of waste and carry out recycling in accordance with school practices.

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WE ARE AN ACCREDITED

4. Inventory Management & Quality Control

- Assist in monitoring stock and ensuring sufficient inventory levels, including coffee beans, milk, and other supplies;
- Support ordering of necessary supplies;
- Report any shortages, damaged goods, or supply issues to the Café Manager.

5. Teamwork & Guidance

- Work closely with café staff to ensure smooth daily operations and effective communication;
- Participate in staff meetings and contribute to a positive and collaborative work environment;
- Assist in training new staff or students who wish to volunteer, as required.

6. Health & Safety Compliance

- Comply with all health and safety regulations and school policies;
- Adhere to proper food handling and sanitation practices;
- Maintain awareness of and comply with any specific school guidelines or protocols.

Personal characteristics:

- Strong communication skills and ability to interact effectively with students, staff, and visitors;
- Reliable, punctual, and able to work in a fast-paced, dynamic environment;
- Flexible to work various shifts, including mornings, lunchtime, occasional after-school hours, weekends, and public holidays;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

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Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

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