

Position Description

Position:	Barista/Tuckshop Retail Assistant Pop Up Coffee Kiosk
Employment Status:	Temporary Casual
Reports To:	The Gap SHS P&C Association
Working Hours:	6:30/7:00 am - 9:30/10:00 am Monday-Friday (Term Time Only) Starting October 2018

1. Role

We are seeking an energetic and motivated individual to manage a temporary coffee kiosk serving beverages and breakfast items to school staff and students. This role is suited to someone who likes an early start, can get organized independently and likes dealing with people.

This is a trial project. We need someone who is flexible enough to take on this job as a one - term adventure or a more permanent fixture.

2. Duties

- Treat all customers, colleagues, community members and other stakeholders with respect and dignity at all times.
- Set up and full clean up of kiosk for daily operation
- Prepare and serve coffee and other beverages
- Take payment
- Prepare purchase orders and check deliveries
- Transport food/beverage/packaging items from the tuckshop to the kiosk
- Assist the Tuckshop Convenor in daily tuckshop operations
- Build good relationships with voluntary workers and encourage a team spirit.
- Ensure that correct food hygiene practices are observed to prevent spoilage and contamination.
- Be aware of and take whatever action is necessary to ensure hygiene, health and safety at all times.
- Follow all reasonable and lawful directions of your managers/supervisors and the P&C executive.

3. Requirements

- Passion for coffee and willingness to share knowledge
- Barista experience
- Self motivated
- Willing to suggest and try new ideas
- Hospitality/Food preparation experience
- Able to work on own initiative as well as part of a team
- Able to work independently without constant instruction
- Flexible