

Food Services Assistant

Position Description



Reporting Head Chef	Location Kalimna	Hours Casual	Contract Casual	Reports Nil	Job Level Crew
-------------------------------	----------------------------	------------------------	---------------------------	-----------------------	--------------------------

GLaWAC considers that being of Aboriginal or Torres Strait Islander heritage is a genuine occupational requirement for this position

Role Purpose

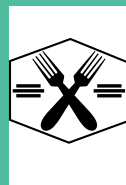
You will be very well presented and have a professional, welcoming attitude to greet our Bush Café customers. You will ensure the smooth running of the café and be responsible for the day-to-day activities within the Café, including running the floor of the café, taking orders, making barista coffee and assisting other café staff.

You will also be responsible for assisting the chef with food preparation and cooking and maintaining cleanliness and orderliness in the kitchen area.

The Role



Greet customers warmly and take their orders in a pleasant and efficient manner. Make sure the order is promptly issued to cooks. Report any customer issues. Answer phones and take reservations.



Assist the chef in the preparation and cooking of any food required. Ensure food & drinks are served efficiently & courteously. Ensure tables are cleared and cleaned quickly. All barista duties.



Take ownership of all cleaning duties including all utensils, dishes, equipment, floors. Clean spillages, dispose of rubbish and ensure proper use of chemical/cleaning products.



Reinforce a Safety First Culture
Comply with all OH&S requirements
Report any incidents.



Develop and maintain relationships of mutual respect with customers, suppliers, community and staff.
Aid all other kitchen staff.



Assist with packaging of Bushfoods products. Assist with sales, and customer service.
Aid all other kitchen staff to work as a team.

Essential Requirements

Follow all instructions of the Head Chef and Supervisor
Commitment to your work as part of a team
Commitment to complete mandatory training
Current Victorian Driver's Licence
Requirement to undergo vaccinations/ All Current Vaccinations
Mandatory random Drug and Alcohol Testing (Policy Agreement)
Pre-employment Fitness Testing
Working With Children Check/Police Check
Demonstrate GLaWAC values.
Other duties as required.

Food Services Assistant

Position Description



Other Requirements

- Demonstrated experience in hospitality or retail
- Safe Food Handling Certificate
- Demonstrated ability in cash control
- Enjoy practical work
- Good hand-eye co-ordination
- Knowledge and experience in basic computer use
- Good communication skills
- Proven ability to work effectively as an individual or as part of a team
- Ability to follow directions and work in a safe manner at all times
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with genuine appreciation and respect for their culture
- Interpersonal skills to effectively engage with community, customers, suppliers and staff

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example