

Food Services Assistant

Position Description



Reporting	Location	Hours	Contract	Reports	Job Level
Café Supervisor	Kalimna	Casual	Casual	Nil	Crew

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

Role Purpose

You will support the smooth running of the Bush 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 assist the Café Supervisor with food preparation and cooking, and maintain cleanliness and orderliness in the kitchen area.

You will be well presented and have a professional, welcoming attitude to greet our Bush Café customers.

The Role



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



Assist in the preparation and cooking of food. Ensure food and drinks are served efficiently and courteously. Ensure tables are cleared and cleaned quickly. Undertake all barista duties.



Undertake cleaning duties including all utensils, dishes, equipment and 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 to work as a team.



Assist with packaging of Bushfoods products. Assist with sales, and customer service. Aid all other kitchen staff.

Essential Requirements

- Commitment to your work as part of a team.
- Commitment to complete mandatory training.
- Hold a current Victorian Driver's Licence.
- Undergo vaccinations where applicable.
- Undertake mandatory random Drug and Alcohol Testing (Policy Agreement).
- Undertake pre-employment Fitness Testing.
- Hold a working With Children Check/Police Check.
- Demonstrate GLaWAC values.
- Other duties as required.

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Other Requirements

- Demonstrated experience in hospitality or retail.
- Hold a Safe Food Handling Certificate.
- Demonstrated ability in cash control.
- 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.
- Enjoy practical work.
- Good hand/eye coordination.
- Knowledge and experience in basic computer use.
- Good communication skills.
- Good 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