



## Kingston East Neighbourhood Group Inc.

### Social Enterprise Café Worker

KINGSTON EAST NEIGHBOURHOOD GROUP INC. (KENG) is a not-for-profit organisation offering a diverse range of programs and services to the Logan community.

We currently have a permanent part-time position for a Social Enterprise Café Worker. The right candidate will have hospitality experience, be creative, highly motivated, an effective communicator, organised and an ability to maintain strong positive relationships within the community.

The role is multifaceted supporting KENG to operate the day to day running of our Social Enterprise Café, support trainees to acquire skills in running a café and also supporting our admin team with facilitating events.

#### KEY RESPONSIBILITIES AND REQUIREMENTS

- Support and supervise trainees in learning operational skills of working in a café
- Preparation and service of food and drinks
- Barista skills
- Cash handling, Operating a point-of-sale terminal and EFTPOS machine
- Cleaning of equipment (Coffee grinders, coffee machines, blenders etc..)
- Clean and maintain service area to food safety standards
- Refilling drink fridges and snack displays
- Stock acquisition and control (ensuring stock is rotated and within date)
- Assist with catering orders
- Develop relationships with clients, stakeholders and suppliers
- Assist administration with events when required
- Comply with standards, licensing and legislative requirements
- Follow KENG's OHS work practices, policies and procedures

#### MANDATORY

- Current and viable Positive Notice Bluecard issued by Bluecard Services, Dept of Justice and Attorney General
- National Police Check
- Open "C" class drivers license
- Current COVID19 vaccination certificate
- Cert 2 in hospitality or equivalent

This position is permanent part-time, 25 hours per week and paid under the Social, Community, Home Care and Disability Service Industry Award Level 4.1

To obtain a copy of the position description and selection criteria please contact the centre on [3808 1684](tel:38081684) or email [admin@keng.org.au](mailto:admin@keng.org.au)