



POSITION DESCRIPTION

Position Title	Senior Café Attendant
Position Code	7111
Directorate	Corporate & Leisure
Work Group	Wangaratta Sports & Aquatics Centre
Position Classification	Band 3
Effective Date	January 2023

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To work consistently to our vision of developing the Premier Regional Sports & Events Precinct in Victoria.

1.2 To deliver outstanding service to all clients, maximising sales opportunities and building quality relationships with facility users.

1.3 To maintain stock levels by efficient ordering, accurate receiving of goods and timely payments of invoices.

- 1.4** To prepare a variety of food and beverages as required to serve our many customers and ensure a clean service environment with all risks minimised throughout your shift
- 1.5** Supervise the café team to work at high standards of customer service, food delivery and hygiene practices. Assist the Customer Experience Team Leader with induction & training of café attendants plus undertake various administration task.

2. Working Relationships

Reports to	Customer Experience Team Leader
Supervises	Café Attendants

3. Key Responsibilities

- 3.1** Design and prepare food and beverages for purchase by our customers, maximising sales opportunities.
- 3.2** Provide exceptional supervision to the café team and ensure quality customer service at all times
- 3.3** Order and present a well-stocked cafe, maintain a clean and professional café and kitchen at all times
- 3.4** Process sales accurately in the POS system, general supplier administration plus accurate health records.
- 3.5** Prepare food and beverages in line with budget outcomes.
- 3.6** Maintain a working knowledge and understanding of the food handling operations.
- 3.7** In consultation with Customer Experience Team Leader, manage stock and stock levels in line with business demands and budget
- 3.8** Ensure all feedback is followed up in a timely manner.

3.9

3.10 Undertake opening and closing shifts within the café

3.11 All administrative duties that are required as part of a successful café function, including health regulation reporting and completion of checklists.

3.12 Report emergency and first aid incidents appropriately and in accordance with Council policies and procedures

3.13 Maintain a working knowledge and understanding of the Facility Emergency Action Plan.

4. Core Physical Requirements

4.1 Capacity to lift items unspecified in weight within individual limits.

4.2 Capacity to undertake cooking and serving activities including standing for long periods.

4.3 Capacity to walk up and down stairs frequently.

5. Accountability and Extent of Authority

5.1 Accountable to the Customer Experience Supervisor

5.2 Accountable for the provision of an efficient, inclusive, friendly and helpful service to all customers.

5.3 Provide supervision and on the job training to café attendants

5.4 Accountable for the provision of accurate and timely information to members of the public and other Council Officers on enquiries.

6. Judgement and Decision Making

- 6.1** To make appropriate decisions and evaluate alternatives within documented procedures.
- 6.2** Ability to make clear decisions pertaining to tasks to be completed.
- 6.3** Sound knowledge of a wide variety of WSAC operations, with this knowledge used to assist in the development of policies and procedures to ensure customer expectations are met quickly.
- 6.4** Guidance and advice will always be available within the time required to make a decision or choice.
- 6.5** Ability to exercise independent judgement within the parameters of the role.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1** High level customer service and problem solving
- 7.1.2** Use of POS technology and cash handling.
- 7.1.3** Team leadership experience and knowledge.
- 7.1.4** Food handling experience and safety knowledge.
- 7.1.5** Ability to design and prepare a wide variety of food and beverage items.
- 7.1.6** Ability to identify and report hazards in the cafe environment in accordance with established procedures.
- 7.1.7** Working knowledge of relevant legislation, regulations and guidelines.

7.2 Management Skills

- 7.2.1** Demonstrated capacity to contribute to and support continuous improvement initiatives.

7.2.2 Ability to plan and organize own workload to achieve shift tasks within set timeframes.

7.2.3 An ability to record and maintain accurate information and records.

7.3 Interpersonal Skills

7.3.1 Well-developed verbal communication skills.

7.3.2 Able to work cooperatively and collaboratively to meet and deliver exceptional customer outcomes.

7.3.3 Understanding of the Rural City of Wangaratta's Community Promise and a commitment to embody the values of our organisation.

7.3.4 Able to deal with difficult situations, resolve problems and negotiate successful outcomes.

7.3.5 Ability to gain cooperation and assistance from internal and external customers.

8. Qualifications and Experience

8.1 Experience in café or kiosk environment with competing priorities.

8.2 Experience in delivering exceptional customer service.

8.3 Experience in customer enquiries regarding food and beverage.

8.4 Experience in leading a team

Minimum qualifications

- SITXFSA001 Use hygienic practices for food safety
- HLTAID003 Provide first aid
- HLTAID001 Provide cardiopulmonary resuscitation
- Working with Children Check
- Must maintain a satisfactory Police Check

Desirable

- SITHFAB005 Prepare and serve espresso coffee
- Food Safety Supervisors Certificate
- Professional development in the areas of food preparation, use of commercial cooking equipment and/or coffee preparation

9. Key Selection Criteria

9.1 Relevant qualifications

9.2 Experience in safe food handling and food and beverage preparation.

9.3 Experience in customer service environment.

9.4 Exceptional time management skills, and an ability to work in a collaborative environment.

9.5 Experience in leading and supervision a small team.

Authorised by: Director – Corporate & Leisure

Date:

Employee's Signature:

Date:
