



## 1. Identifying Data

**Position Title:** Café Y Cook

**Status:** Casual position – 30 hrs per week

**Location:** Café Y – Menai

**Reports to:** Cafe Y Co-ordinator

## 2. Principle Function:

- To ensure Café Y runs efficiently as a social enterprise serving high quality food / drinks to customers, providing the customers with a good Café Y ‘experience’.

## 3. Academic Qualifications and Licences

Essential

- Cook and / or Hospitality qualification
- Food Safety supervisors certificate

## 4. Experience and skills

*Essential*

- Proven experience as a cook
- Proven experience in ordering and maintain stock
- Proven experience in hospitality and safe food handling
- Demonstrated ability to maintain a clean and hygienic work environment
- Proven experience and skills in Cash handling and Customer service
- Experience in food preparation, meal costing and cooking

*Desirable*

- Experience as a Barista

## 5. Hours of Work

Casual position 30 hours per week; Monday – Friday 9.00am – 3.00pm (including ½ hr unpaid lunch breaks)

## 6. Salary

Hospitality Award pay Level 3, Grade 2 (Cook) **\$26.93 p/h**

## 7. Key Responsibilities:

<b>1. Café Cook</b>
<i>Duties Include</i>
1.1 Preparation and sale of food from Café Y ensuring all food is prepared/ handled according to Australian Food Standards Codes.
1.2 Maintain accurate stock inventory and records related to Café Y
1.3 Maintain the cleanliness of Café Y
1.4 Alert the Supervisor to any issues around Work Health and Safety in the Café.
<b>2. Participation</b>
<i>Duties Include</i>
2.1 Engage and assist in training young people working within Café Y as required
2.2 Provide customers with great customer service
<b>3. Workplace Health and Safety</b>
3.1 WHS training, compliance and reporting requirements maintained.
3.2 Ensure safety plans developed in consultation with employees and participants.
3.3 Promote WHS and Rehabilitation by example.

## 8. Additional Conditions

Project Youth is committed to ensuring that the working environment is one free from discrimination and harassment as required under Australian law. Staff are required to treat one another with dignity, courtesy and respect.

This is a Child-Related Position. Successful applicants shall undergo a Working with Children Check in accordance with the Children and Young Persons (Care and Protection) Act 1998, and National Police Checks at their own cost.