



Preston Neighbourhood House Inc. trading as Moon Rabbit Position Description for Café Supervisor

Position	Moon Rabbit Cafe Supervisor
Reports to	Executive Officer – 'the Bridge'
Hours	40 per week
Award	Neighbourhood House and Adult Community Education Collective Agreement 2010
Salary	Range \$49000 - \$56000; commensurate with experience Full Salary Packaging of \$15900 per annum available
Supervises	Café volunteers
External Liaison	Café suppliers, Darebin council, local businesses, public
Annual Leave	To be taken when Centre closed across Christmas – New Year
Position Commences	February 12 th 2018

Organisation Overview

the Bridge is a vibrant, not for profit community organisation based in the Darebin LGA. We value community ownership and management and provide our services free from discrimination. We are a registered charity and Public Benevolent Institution.

Mission

the Bridge will assist community to increase independence, overcome disadvantage and social exclusion and break the cycle of poverty by skill development, education, social interaction and support services.

Preston
T: 03 9484 5806
218 High Street, Preston, VIC 3072, Australia

Thornbury
T: 03 9480 0466
131 Shaftesbury Parade, Thornbury, VIC 3071, Australia

connect@bridge.org.au
www.bridge.org.au

ABN 66 801 857 062

Activities

The organisation has 5 main areas of activity across multiple sites.

1. 'Education – the Bridge offers a range of pre-accredited training, employment programs, skills based programs, health and wellbeing programs
2. Children's Services - the Bridge offers 3 year Old Kinder and Occasional Care for up to 30 children per session. In addition we run contracted childcare for Melbourne AMEP
3. Community Programs - the Bridge offers community engagement through social programs, volunteer led groups, a food program, interest groups, volunteer opportunities and community meeting space.
4. Venue Hire – We have numerous spaces across four different sites. These are available for meetings, private functions, ongoing business hire and workshops.
5. Moon Rabbit – Social enterprise café. The café operates as a profitable arm of the Bridge business to generate funds towards unfunded community and training programs. In addition, the café serves as a training café, providing work placement for Bridge students both with and without a disability.

Summary of Position

Moon Rabbit is a new social enterprise café and a key element of the Bridge 2018 – 2020 strategy. It aims to provide an outstanding experience for customers, clients, staff and volunteers, to meet its commercial targets, engage the local community and most importantly, to enable young people supported by TTT to develop their technical, life and employability skills in a supportive real work environment. Leading by example Moon Rabbit will instil up-to-date sustainability practices whilst serving top-quality food and beverages to all clients both internal and external.

Key Responsibilities

This position will manage and facilitate all day to day operations of the Moon Rabbit café including;

- customer service
- food preparation
- coffee making
- setup and pack up of café space – indoor and outdoor
- cash handling, float management and daily reconciliation
- volunteer supervision and rosters
- cleaning of café and surrounds
- maintaining health and safety guidelines
- ordering and storage of food and beverages
- stock rotation and stock take
- cleaning and maintenance of coffee machine and food preparation equipment
- assist management team with marketing
- maintain excellent working relationships with staff at the Bridge
- provide reports to management

Personal Attributes

- a sense of responsibility
- a social conscience
- a willingness to embrace the sustainability ethos of Moon Rabbit
- patient
- a sense of pride in your work
- willing to learn
- an outgoing, fun and friendly personality
- energetic and maybe just a little bit quirky
- a hard worker
- efficient and reliable
- a good sense of humour

- a people person

Required Skills

- cash handling experience
- experience leading other staff or volunteers
- sensitivity, understanding and experience in working with people with a disability or additional learning needs
- barista training
- safe food handling certificate
- driver's licence
- ability to communicate clearly and precisely
- flexibility in your approach to your job
- ability to follow procedure
- stock control and ordering experience
- business planning and reporting

This position reports to the Executive Officer

Please apply in writing to Chris Lombardo, Executive Officer c/- community@bridge.org.au

Only applications including a current resume and comprehensive cover letter addressing all the points outlined in the Key Responsibilities, Personal Attributes and Required Skills will be considered.

Successful applicant must provide a current National Police Check and Working with Children Check.

Applications Close 8 am Monday 18th December

Interviews will be held on Wednesday 20th & Thursday 21st December 2018 at 218 High Street Preston