

Position Title:	Café Manager
Employment Type:	<ul style="list-style-type: none"> • Three month full-time contract (from early January 2016 until early March 2015) with further nine month extension contingent on business results • 1.0 FTE (36.75 hours per week)
Location:	Swinburne Croydon Campus Norton Road Croydon Victoria
Job Classification:	HEW 5.1 Higher Education Industry – General Staff – Award 2010
Salary:	\$53,513.85 total package
Benefits:	17% employer superannuation contribution Monday to Friday business hours roster
Reports to:	Executive Officer (James Searle), based at the Hawthorn Campus

About Swinburne Student Union

Swinburne Student Union is Swinburne's independent student-run services, representation, welfare and events service.

The Union is governed by a Council of elected students (the ultimate decision-making body of the Union). The Council makes the strategic decisions for the organisation which the Union's staff and student representatives work together to implement.

Swinburne Student Union's philosophy is that students should govern the way events and services are delivered within the Swinburne community.

Description

The café at Swinburne's Croydon Campus was operated by an external catering company until September 2015 and has not traded since that time.

The Student Union has been offered the opportunity to re-open the café, and its intention is to operate it as a service for staff and students, with a particular emphasis on product quality, affordable food and coffee, and healthy food options. The trading period of the café is for an initial three months, with an option to extend operation permanently, contingent on it breaking even.

The café has a fully equipped commercial kitchen, with two walk-in cool rooms, a walk-in freezer, a dry store room, two ovens and cook-tops, a grill, three deep fryers, a bain-marie, sandwich preparation fridge, two display fridges, a potato peeling machine, a dishwasher and generous preparation spaces.

The successful applicant will spend the first part of their employment assisting the Executive Officer in purchasing any additional equipment required, utensils and stock, developing a menu and prices, recruiting and training kitchen, barista and customer service staff, and developing OH&S, equipment usage and food safety policy.

The ongoing role of the Croydon Cafe Manager is to manage the Union's café at the Croydon Campus and its staff in accordance with the policies made by the Student Union Council, the University and Government regulations.

Duties and Responsibilities

1. Provide excellent product quality and customer service to students and staff at Swinburne University Croydon
2. Ensure a safe environment for staff and customers
3. Responsible for the business performance of the café, managing stock orders and employee rostering in a cost effective way
4. Develop appropriate menu offerings and pricing structures
5. Recruit and train staff members from the student body
6. Provide catering services to the Swinburne Croydon campus
7. Nurture a positive working environment
8. Report regularly to the Executive Officer and SSU Council.
9. Other duties as required by the Executive Officer

Key Selection Criteria

Essential:

1. Demonstrated experience in managing a café or restaurant
2. Proven financial and business acumen
3. Strong Front of House hospitality experience
4. Food Safety Supervisor certification
5. Experience developing a menu and setting prices
6. Experience in staff recruitment and training kitchen, barista and customer service staff
7. Experience in stock management and ordering
8. IT skills including Microsoft Office and email (Microsoft Outlook)
9. Ability to work independently without direction
10. Excellent communication skills

Desirable:

1. Post-secondary qualification in Hospitality/Commercial Cookery/Management
2. Experience as a cook/chef
3. Experience developing equipment usage policy/training materials
4. Experience or understanding of the TAFE/University sector
5. Experience or understanding of the not-for-profit sector
6. Experience working with people from diverse backgrounds
7. An appreciation of sustainable and ethical business practices
8. Working with Children check
9. First aid certificate

How to apply

Email your CV and a cover letter addressing the Key Selection Criteria to apply@ssu.org.au by 5:00pm Wednesday 16th December.

For further information, contact James Searle on executiveofficer@ssu.org.au or 03 9214 5607.