

<b>Position Title:</b>	Bar & Catering Manager
<b>Employment Type:</b>	<ul style="list-style-type: none"> <li>• Six month full-time contract (from July 2017 until December 2017) with extension contingent on business results</li> <li>• 1.0 FTE (38 hours per week)</li> </ul>
<b>Location:</b>	Swinburne University Hawthorn Campus
<b>Job Classification:</b>	Managerial Staff (Hotels) classification Hospitality Industry (General) Award 2010
<b>Salary:</b>	\$55,648 plus 17% superannuation
<b>Benefits:</b>	Monday to Friday roster
<b>Reports to:</b>	Executive Officer

### **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 bar at Swinburne's Hawthorn Campus, Hammer & Swine has been operated on Thursday evenings only for the last several years by student representatives and casual staff. From Semester 2 in 2017 SSU intends to open the Hammer & Swine 5 days a week (Monday to Friday).

The Hammer & Swine operates as a service for staff and students, with a particular emphasis on affordable food and drink and a comfortable, relaxing place for students and staff to unwind.

The bar has a two font tap system, a counter top cider tap, ice machine, glass washer, two upright display fridges, an under counter fridge, an upright freezer, and an oven and stove with rangehood.

SSU also operates a catering service at the Hammer & Swine, offering basic food and drink for events on the campus (both at the bar and in other venues). We are looking to grow this service to supplement the income of the business.

The successful applicant will be in charge of managing and growing the Hammer & Swine and the Student Union catering service 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 the Student Union bar at Swinburne Hawthorn
2. Ensure a safe and secure environment for staff and customers
3. Responsible for the business performance of the bar, managing stock orders and employee rostering in a cost effective way
4. Develop appropriate product mix, pricing, menus and promotions for both drink and food
5. Recruit and train staff members from the student body
6. Provide catering services to the Swinburne Hawthorn campus and to external customers
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 bar or licensed venue with food offerings
2. Proven financial and business acumen
3. Strong Front of House experience with a passion for hospitality
4. Food Safety Supervisor certification
5. Experience developing a menu and setting prices
6. Experience in staff recruitment and training
7. Experience in stock management and supplier relationship management
8. Experience with internal relationship management (staff and students)
9. Intermediate IT skills including Microsoft Office (Excel and Word) and email (Microsoft Outlook)
10. Ability to work independently without direction
11. Excellent communication skills

**Desirable:**

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

**How to apply**

Email your CV and a cover letter addressing the Key Selection Criteria to [apply@ssu.org.au](mailto:apply@ssu.org.au).

For further information, contact [apply@ssu.org.au](mailto:apply@ssu.org.au) or 03 9214 5440.