



POSITION DESCRIPTION

Café Manager

Reports to: Snr Manager Properties & Assets

Classification: PACCT 6

Department: Properties & Assets

Location: Mildura

Primary objectives

- Management of the SuniTAFE Cafe to ensure that it complies with food safety requirements and legislation.
- Provide expert supervision for SuniTAFE Hospitality Students during their work placement with the Café.
- Management of staff and scheduling of staff rosters to facilitate high quality outcomes.
- Financial management of the Café to ensure that it remains viable.
- Creation of the new café menu.
- Ensure all ordering is completed in a timely manner and stock is monitored.

Position summary

Reporting to the Senior Manager – Properties & Assets, the Cafe Manager is responsible for supervising food preparation, cooking, maintaining a fully-stocked kitchen inventory and complying with safety, health and cleanliness standards and legislation.

The Kitchen Manager will support SuniTAFE Hospitality students as they undertake their training for a Hospitality qualification. Students will carry out elements of their work placement within the canteen under this position's expert supervision.

The position will be required to manage a small team of kitchen staff and oversee the delivery of quality food within appropriate time frames.

Key responsibilities

- Maintenance and renewal of the Cafes' Food Premises Registration.
- Manage kitchen operations including rostering, staffing and coordinate food orders with reporting lines and budgets to be established and adhered to.
- Supervise food preparation, quality control, cooking and service within the Café

- Undertake expert industry supervision of SuniTAFE Hospitality work placement students, assisting them to successfully complete their qualification.
- Maintain food standards to a high industry standard including appropriate portion sizes and temperature control
- Manage the scheduling of kitchen staff shifts.
- Construct appropriate menus in collaboration with the Education Deliver Manager – Hospitality.
- Price menu items in collaboration with the Education Deliver Manager – Hospitality and Senior Manager Properties and Assets
- Work within the constraints of an allocated budget to ensure a sustainable business model
- Monitor and order food supplies and kitchen equipment as required.
- Establish, monitor, review and report against budgets to ensure compliance with financial and reporting policies & procedures.
- Ensure communication with SuniTAFE management is timely and effective.
- Manage Café staff effectively to ensure high quality customer service and catering.
- Store food products in compliance with food safety practices and legal requirements
- Maintain all appropriate documentation associated with a commercial kitchen including purchasing records and food safety plan
- Responsible for the maintenance of sanitation and safety standards within the Cafe

Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute’s annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE’s Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.

- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- Demonstrated experience working as a Kitchen Manager, Restaurant Manager or Head Chef
- Formal cookery qualifications would be highly regarded
- Demonstrated ability to effectively lead a small, high functioning team.
- Hands-on experience with planning menus and ordering ingredients
- Familiarity with kitchen sanitation and safety regulations
- High level organisation, time management skills.
- The ability to deal effectively with conflicting priorities.
- Strong organisatin and prioritising skills.
- High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders.
- Skills in the use of technology including the Microsoft office suite and experience with POS systems.
- Ability to manage a team in a fast-paced work environment
- Financial and Business acumen

Organisational relationships

| Subordinates | Key Relationships | |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <p style="text-align: center;">Kitchen staff</p> | Internal | External |
| | <ul style="list-style-type: none"> • Senior Manager – Properties & Assets • Education Delivery Manager - Hospitality • Students • Teaching staff | <ul style="list-style-type: none"> • Suppliers |

Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers,

teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- Relevant formal qualifications or significant demonstrated industry experience.
- Completion of or willingness to complete the Participate in Safe Food Handling Practices (Food Safety Supervisors) training.
- Demonstrated ability to manage a kitchen within the constraints of an allocated budget to ensure a sustainable business model
- Demonstrated experience planning menus and ordering ingredients.
- Demonstrated ability to lead and mentor a small team to deliver high quality outcomes.
- High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating a minimum of two vaccinations*

| Recommended | Approved | Acknowledged |
|---------------------------------------|--------------------------------|---------------------|
| Shauna Picken Manager, HR Services | David Harris GM, Operations | [name] Incumbent |
| Date: | | |