

Café Manager & Barista

Group	Corporate Services
Unit	Cafe
Reports to	Head of Infrastructure
Direct reports	Nil
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Casual
Date (created or reviewed)	November 2021

Position purpose

The Café Manager & Barista is responsible for the day to day running of Café services to the HMRI site from the Sea Spray Café.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Roster management – maintaining staff Roster to align with budget forecast
- Financial management – Oversee café budget to align with budget forecast, Café authorization for invoices
- Menu management – Creative and quality control of menu, alignment with budget forecast
- User experience – signage, marketing, customer engagement
- Service the needs of Café clientele in accord with the duties identified in this document over a variety shifts of agreed duration and frequency (excluding Public Holidays).
- Be available with reasonable notice to provide catering service support after hours.
- Deliver food and beverage services in support of café, meeting and seminar operations including food preparation and sales.
- Replenish display stock as required.
- Identify maintenance requirements for equipment and report to Maintenance and train café staff to identify and record.
- Perform basic operational maintenance and train café staff to perform.
- Comply with the relevant policies for the Café and food preparation spaces and review these policies regularly.

- Undertake compliance training as and when required.

Undertake other duties commensurate with skills, knowledge, and experience.

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

