



Dear Applicant

Thank you for your interest in the position of **Hospitality Coordinator for the Bushland Tukka Café** which is managed by Manning Valley Neighbourhood Services Inc and is a part of the overall Bushland Enterprise Project.

The **Café Coordinator** position is a part time position and is initially being offered for a **6 month period for between 10 – 15 hpw**. Future hours will be dependent on the viability of the enterprise.

WORKING ENVIRONMENT

The Supervisor will work from the Bushland Tukka at 41 Mudford Street, Taree and Manning Valley Neighbourhood Services at 4 Farquhar Street, Wingham.

Please note: successful applicant will need to provide evidence of Working With Children verification and undertake a Police Criminal Record Check.

OVER VIEW OF THE PROJECT

The purpose of the Bushland Tukka cafe is to train and therefore make employable community members that might in the first instance find barriers to the average workplace. We also aim to provide a positive model within the community that offers a sense of ownership within the community and a sense of belonging to something unique. We are a Café that provides and promotes fresh healthy food.

Please find the following information in this Application Package:

- ❖ Selection Criteria (below)
- ❖ Job Description

Applicants are required to:

- ❖ Fully answer **all Essential** Criteria and Desirable Criteria if possible
- ❖ Provide a current Resume
- ❖ Provide copies of relevant certificates and supporting documentation
- ❖ Provide names and telephone numbers of **TWO recent** work related referees

Closing date for applications

- ❖ Applications close Friday 20th June 2014

Applications are to be:

- ❖ Emailed to the Manager on manager@mvns.org.au



Manning Valley Neighbourhood Services Inc

PO Box 75

Wingham NSW 2429

Phone/Fax: (02) 6553 5121

email: mvns@mvns.org.au

web: www.mvns.org.au

ABN: 79 194 271 854

Selection Criteria

1. Demonstrated qualifications and experience in Commercial Cookery, Hospitality, Catering or relevant experience
2. Demonstrated experience in menu design and innovation
3. Demonstrated ability to communicate effectively with customers, Café staff, community workers, MVNS Staff and the general public
4. Demonstrated examples of Café promotion
5. Proven ability to lead and supervise a team of Café staff and work in a multi disciplinary team
6. Demonstrated capacity in working to budgets, invoicing, handling money and using cash register
7. Current knowledge of relevant work, health, safety, basic food handling and safety procedures and capacity to train junior staff/volunteers
8. Current and recent knowledge and experience of food ordering, stock rotation and storage

Desirable Criteria

1. Experience in sourcing, developing/facilitating training opportunities for volunteers, and community members around food and nutrition
2. Supervisors Food Handling Certificate
3. Certificate IV in Training and Assessment

If you wish to discuss your application or require any further information please phone the Manager on 65535121