

<b>Position title</b>	<b>Manager, Social Enterprise Café</b>
<b>Award</b>	SCHADS Level 6.1
<b>Employment type</b>	Part time ongoing
<b>Hours per week</b>	28 hours per week
<b>Reports to</b>	Chief Executive Officer
<b>Position holder</b>	<b>Vacant</b>

A Social Enterprise Cafe is an initiative of the Centre for Participation, Woodbine and Horsham Special School. As a cafe with a difference, the initiative aims to break down barriers and help people to work and learn new skills, make social connections, and participate meaningfully in the community.

The Manager, Social Enterprise Café will be a leader who has passion, enthusiasm and a commitment to key social enterprise values (community, empowerment, innovation, diversity and integrity) and the skills and business experience to manage all aspects of our developing social enterprise Café located in Horsham.

### **Position summary**

The varied role will include managing:

- the establishment of the café
- the day to day operations of the café
- the long term sustainability of the café
- our people, both staff and trainees, to achieve their goals

To undertake the role the manager will need to:

- network and nurture relationships with corporate, business and community groups
- be committed to providing a great 'customer experience', including understand needs, wants and trends
- work both 'in the café, and on the café goals'
- have business experience including: managing suppliers and stock; budgeting and POS experience; analysing business trends
- have a 'can do' attitude and be willing to 'solve issues' before they become problems
- have experience with marketing, including social media.
- willing to undertake other duties and functions as directed, commensurate with role, skills and classification.

**Key selection criteria**

- Management experience with the ability to manage and support staff and trainees to achieve their goals
- Demonstrated ability to work effectively as a part of a team and provide leadership to a diverse range of people; cultures, abilities and personalities
- Proven superior networking and communication skills with the ability to develop effective partnerships
- Customer service experience, and analysis of; trends, customer needs and wants
- Effective time management and organisational skills with demonstrated reliability in meeting deadlines and commitments
- Demonstrated excellent oral, written and interpersonal communication skills
- Demonstrated experience in financial management including setting budgets, managing cash and POS, marketing, communications and information technology

***Desirable***

- Ability to work flexible hours if required
- Experience as a trainer
- Café experience, including: Barista and Catering
- First Aid Certificate
- Certificates in; Supervisors Food Handling, Responsible Service of Alcohol.

***Personal attributes***

- Entrepreneurial
- Self-disciplined
- Analytical
- Ethical and honest
- Determined and positive.

***Licences and registrations***

- Current police check
- Current Working with Childrens Check
- A current Victorian motor vehicle licence

**Conditions of employment**

- All terms and conditions of employment are in accordance with the Social, Home Care and Disability Services Industry Award 2010 and the National Employment Standards
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time
- This appointment is subject to: Police check, Working with Children Check and Disability Worker Exclusion Scheme
- Salary sacrificing /packaging is available to all employees of Centre for Participation.

**Chief Executive Officer review and approval:**

I have reviewed and approve the above position description

Signature: \_\_\_\_\_ Date:    /    /

**Julie Pettett, Chief Executive Officer**

**Employee statement**

I have read, understand and agree to the above position description

Name:

Signature: \_\_\_\_\_ Date:    /    /