

<b>Position title</b>	<b>Hospitality Mentor</b>
<b>Award</b>	Hospitality Industry (General) Award 2010
<b>Classification</b>	Level 5 food and beverage supervisor
<b>Hours per week</b>	Full time fixed term (6 months) with possibility of extension
<b>Reports to</b>	Project Manager – Laneway Food Enterprises
<b>Position holder</b>	Vacant

### **Hospitality Mentor needed.**

We are looking for a skilled Hospitality Mentor to assist in operations of our meal delivery, catering and mobile food van services. The role will train, mentor and support young people with additional needs and women from culturally and linguistically diverse backgrounds across the Wimmera who face social isolation and economic exclusion including significant barriers to employment.

### **The Hospitality Mentor will:**

- Support our food enterprises
- Prepare and serve coffee and meals
- Keep a clean and orderly environment in our food preparation and service areas whilst adhering to good food standards and safety practices.
- Other tasks as required.
- Monitor stock and place orders as required
- Support participants in a patient and caring manner
- Enjoy being part of a team who works together to achieve great outcomes

### **Key Selection Criteria**

#### ***Essential***

- Ability to work flexible hours if required
- Experience training, mentoring and supporting work experience participants
- Experience working with women from culturally and linguistically diverse backgrounds and/or young people with additional needs
- Barista experience
- Current food handling certificate

#### ***Desirable***

- Certificate IV in Catering Operations with 5 years relevant work experience
- Construction induction training - White Card
- First Aid Certificate
- Current Food Safety Supervisor certificate
- A current Victorian motor vehicle licence

### ***Personal attributes***

- Confident communicator
- Excellent customer service
- Patient and even tempered
- Self-disciplined
- Ethical and honest
- Determined and positive

### **Conditions of employment**

- All terms and conditions of employment are in accordance with the Hospitality 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

### **Chief Executive Officer review and approval:**

I have reviewed and approve the above position description

Signature: \_\_\_\_\_ Date: / /

**Robbie Millar - Acting Chief Executive Officer**

### **Employee statement**

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

Name:

Signature: \_\_\_\_\_ Date: / /