

Position title	Hospitality Mentor
Award	Hospitality Industry (General) Award 2010
Classification	Level 3 food and beverage attendant grade 3
Pay rate	Above award wage
Hours per week	7.30am until 2.30pm - Monday to Friday (32.5 hours per week)
Reports to	Social Enterprise Manager
Position holder	Vacant

Wimmera Food Collective

This role will support the Wimmera Food Collectives' direction to achieve outstanding results in our front of house operations. The role will also support our cooks/hospitality staff and participants in preparing delicious menu items.

You will be required to assist with overseeing day-to-day operations as well as mentoring people with additional needs who face social isolation and economic exclusion, including significant barriers to employment.

The Wimmera food collective mentor will:

- Execute front of house operations under the direction of the Project Lead with a vibrant and positive attitude
- Support where required with the preparation of all menu items
- Uphold cleanliness standards, undertaking cleaning as required
- Contribute with intuition to menu ideas and new product listings
- Ensure great presentation of food
- Adhere to good food standards and safety practices
- Monitor stock and place orders as required
- Support our team in a patient and caring manner
- Influence fellow staff and pathway participations with a solution finding and positive attitude at all times
- Be a life-long learner willing to embrace being part of our social enterprise

Key Selection Criteria

Essential

- Adequate hospitality industry experience including references
- Ability to work flexible hours if required
- Experience mentoring and supporting participants to achieve their individual goals
- Experience working with people with additional needs

- Currently hold - or willing to obtain HR-FSS-ONLINE-SITXFSA005-SITXFSA006 - SITSS00069 - Food Safety Supervision certificate
- Currently hold a valid employee WWCC
- Follow all guidelines and maintain all [Food safety \(health.vic.gov.au\)](http://health.vic.gov.au) records
- Knowledge of social enterprise and/or willing to learn and educate

Desirable

- First Aid Certificate
- A current Victorian motor vehicle license

Personal attributes

- Positive
- Self-driven and motivated
- Approachable
- Innovative
- Patient and calm
- Self-disciplined
- Ethical and honest
- Enjoy working as a team

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 - Chief Executive Officer

Employee statement

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

Name: _____

Signature: _____ Date: / /