

## Position Description – Café Attendant

<b>Job Title:</b>	Seasonal Cook
<b>Reports To:</b>	Barra Centre Coordinator
<b>Supervises:</b>	Nil
<b>Classification:</b>	Local Government Industry (Stream B) Award – LGE Level 3 Casual

### Organisational Environment

Carpentaria Shire is located on the Savannah Way in Northwestern Queensland, on the south eastern region of the Gulf of Carpentaria. The Shire covers an area of approximately 65,000 square kilometres and has a population of nearly 2000, mainly living in the two centres of Normanton and Karumba.

The region offers good infrastructure and facilities, with sealed access roads, well-serviced airports, a major seaport, developed freight routes, primary and secondary schools, medical services, recreational and sporting facilities and the standard infrastructure expected in a modern community. Council employs around 100 staff and has a budget of around \$70m of which ~\$50m is for flood recovery and capital works on behalf of the State or Federal Government.

### Job Purpose

The Seasonal Cook is part of the Barra Centre Team which is a major tourism attraction for Council located at Karumba. The position's primary purpose is to cook and prepare menu staples and contribute to recipe development to expand and showcase local business produce to Centre visitors.

### Key Accountabilities

Description	Performance Criteria
<b>Organising and Operating</b>	
Open the Barra Bites Café, check and ensure refrigerator cabinets and other equipment is operating correctly and recording temperatures daily	<ul style="list-style-type: none"><li>• Display professional kitchen demeanour and clean presentation</li><li>• Displays good safety awareness and safety behaviour conduct of kitchen health and safety regulations</li><li>• presents quality of food service of Barra Bites Café, as well as good perceptions of value for money</li><li>• Positive feedback from visitors regarding their overall experience of the Centre</li></ul>
Organise food preparations for expected daily visitors	
Make selected menu items for display and sale	
Ensure food quality, managing expiry dates for frozen, refrigerated and pantry stock	
Daily cleaning of the Café kitchen area, both during operations and at the close of trading hours	
Work with the Manager on menu selection and organising supplies with external catering suppliers	
Preparing sauces and menu staples, recording dates and stock levels	
Complete timesheets digitally	
Maintain positive relationships with members of the centre staff, the community and visitors to provide a good experience for visitors to the Centre	
Other duties and tasks deemed within accountability, skill and qualification levels as directed by the Barra Centre and Hatchery Manager	
<b>Responsibilities of all Staff</b>	
Follow safe working practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm	

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Description	Performance Criteria
Actively participate in WHS inductions and training and wear PPE correctly if required	<ul style="list-style-type: none"> <li>Demonstrates the right values in their interactions with other staff</li> <li>Relates well to members of the public and treats all members of the community fairly and courteously</li> </ul>
Report all injuries, illnesses or property damage to the responsible Supervisor immediately	
If injured at work, actively cooperate and participate with injury management obligations and return to work plans as applicable.	
Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.	
Recognise the skills and talents of other staff members, act to prevent bullying, harassment and discrimination against others in your work area, and respect social and cultural differences among your colleagues	
Treat members of the community fairly and with respect	
Follow Council policies in the way information is gathered, stored and communicated	

### Key Skills, Experience and Qualifications

- Current C Class Manual Driver's Licence - desirable
- Current Full First Aid Certificate or the ability to obtain
- Food Handling Certificate or the ability to obtain
- Experienced in grill cooking, and experience in cooking varieties of seafood
- Experience in kitchen operations, including kitchen equipment use, meal preparation, taking orders and payment, filling orders, and maintaining a clean work area at all times
- Experience as a Barista would also be desirable
- Highly organised with the ability to multi-task during periods of high workload
- Must be team orientated, have a strong work ethic, and be open to new ideas
- Excellent interpersonal and communication skills to establish rapport with the community and visitors.

Approved by: \_\_\_\_\_ (Manager)

Date:

Accepted by: \_\_\_\_\_ (Incumbent)

Date: