CAFÉ and FUNCTION COORDINATOR

Position Title:	CAFÉ and FUNCTION COORDINATOR
Salary	25 hours a week working a flexible roster Pro rata of a full time – 38 hour per week salary – $62,000 +super Monday- Friday-hours based around core hours 0900-1400
Terms of Contract	Part-time - 25 hours

Central Coast Arts Ltd is a not-for-profit performing arts organisation located on the Central Coast, NSW. It operates and manages theatres which deliver performances, events, and workshops across all genres such as music, comedy, circus, dance, and drama.

Central Coast Arts Ltd supports local and touring arts productions, creative development, and local community arts groups, as well as conferences, functions, and visual art exhibitions. Its program consists across all forms of arts from touring productions, in-house productions, as well as facilitating other cultural and artistic activities in the region.

The Art House Wyong comprises:

- a 500 seat Proscenium Arch Theatre with automated full fly tower
- a flexible Studio Theatre space with a 162 people seating capacity (and the ability to use the space for rehearsals, performance, functions and conferences)
- foyer with café and bar
- catering facilities (including a commercial kitchen)
- a meeting room

POSITION OVERVIEW

The Café and Function Coordinator will supervise the venue's daily café and bar operations, ensuring a high standard of customer service and food safety. The role will also ensure that all relevant procedures and processes are implemented consistently.

The Café and Function Coordinator will undertake all ordering, budgeting and stock control for café and bar and submission of invoice for processing and oversee room set up for functions, events and meetings across and work with the hirer for all catering requirements

The position involves working closely with multiple stakeholders including suppliers, staff, patrons, hirers, producers, companies and community groups.

The position on occasions may be required to work in the evenings and on weekends in line with any event / function requirements.

ROLE RESPONSIBILITES

This position reports to the Presenter Services Manager and will: -

- Supervise the day-to-day operations of the café and bar from serving customers coffees to preparing food and maintaining the cleanliness of the cafe/bar areas
- Undertake all ordering, budgeting and stock control for café and bar and submission of invoice for processing
- Oversee the daily food preparation including sandwiches /salads / and other prepared food items and demonstrate exceptional barista skills with a knowledge to be able to competently implement these skills too.
- Ensure all catering and hospitality riders are prepared to a high standard, including sandwiches, cheese platters, fruit and antipasto platters, and hot food platters for functions.
- Ensure a positive customer service is delivered to patrons, hirers and artists that is engaging, welcoming and inviting, whilst providing superior service in an efficient, friendly and professional manner
- Develop a basic café menu and ensure a variety of products on offer
- Develop and implement procedures and processes relating to café / bar operations
- Maximize sales and profitability of the café / bar business operations
- Deliver a bar service in an efficient and professional manner in accordance with RSA requirements and ensure that all staff, public and hirers observe statutory regulations and venue liquor licensing requirements including the responsible serving and consumption of alcohol
- Uphold all work health and safety and food safety requirements and processes across café operations and ensure that all staff adhere to them
- Monitor and uphold the cleaning of all areas that come under the café/ bar area and ensure all areas are always clean, tidy stocked and presentable
- Equipment (including but not limited to linen, trestles tables, glassware, crockery, cutlery) are kept clean, in working order and maintained/ serviced as required and ensure cleaning of kitchen equipment including fridges, ovens and all areas.
- Ensure accurate reconciliation of café / bar takings and manage point of sale system
- Ensure room set up for functions, events and meetings across and work with the hirer for all catering requirements.
- Supervise and train casual staff
- Other duties as required

SUPERVISION AND REPORTING	
Reporting to	Presenter Services Manager
Key internal stakeholders	Central Coast Arts Ltd staff, casual staff, Board of Management.
Key external stakeholders	• Contractors, suppliers, corporate hirers • Hirers, promoters, artists, touring companies, patrons
Qualifications and Experience	• Previous experience in co-ordinating a café • Experience as a barista and food preparation • Examples of relevant experience or transferable skills • Food Safety Supervisor qualified (preferred) • A current Responsible Service of Alcohol (RSA) certificate *Note Copies of the above listed Qualifications/ Licences / Certificates are required as evidence on appointment.*
Selection Criteria	• Experience in overseeing a café from preparing food to serving customers and making coffee • Understanding of working with suppliers and managing orders and invoices • Exceptional customer service and communication skills, both verbal and written. • Excellent organisational and multitasking skills • Demonstrated experience in setting prices for products in relation to profit margins • Strong people management experience with a track record of developing and retaining personnel • Ability to work in a team environment and collaborate with others • Excellent administration and computer skills in the Microsoft Office Suite, particularly Word, Excel and Outlook

Selection Criteria (cont)	• Comfortable working under pressure and meeting deadlines • Sound knowledge of Work Health and Safety and Food Safety **Desirable** • An understanding and appreciation of live Theatre and Events and Functions

Police Records Check	The incumbent must have and maintain a current Police Records and Working with Children Check
Special conditions	The Café Coordinator is employed under the conditions of the Live Performance Award. The position is subject to the venue operating as a financial going concern which includes funds received through grants which may be subject to performance requirements and conditions. Regular working hours will be negotiated but will be based around 0900 -1400 Monday to Friday with working to a flexible rosters and hours adjusted as required. On occasions this position may involve evening and weekend work.

The above position description reflects the essential functions of the position at this time; however, this list is not finite, and duties may change as required.

Position Enquiries

Enquiries in relation to this position should be directed to:
Stefanie Ferguson, Presenter Services Manager, The Art House
02 4335 1485 stefanie@thearthousewyong.com.au