



**Expression of Interest  
Hospitality Coordinator**

**Monday to Friday – 25 hours per week plus ADO until 13 December 2019**

Expressions of interest are invited for the above temporary position until end of 2019 with the possibility of extension.

As the Hospitality Coordinator you will contribute to the provision of working with a group of students on a daily basis within a Café environment.

**Responsibilities include:**

- Hospitality experience is desirable, but not necessary, in particular barista coffee making with excellent communication skills (Cert III in Hospitality would be beneficial)
- Flexibility in working hours.
- Administrative duties including online ordering, menu planning and designing, rosters, stock control, stocktake and photocopying of teaching materials.
- Supervision of small groups of students in a café environment, undertaking specific activities designed by the teacher.
- Contributing to the welfare, health and safety of students including the delivery of first aid.
- Food preparation.
- Setting up for functions and liaising with staff, students and clients.
- Provide support to teachers with behaviour management programs.

**Skills required:**

- Knowledge of Office365 - Outlook, Word, Excel, PowerPoint and Publisher
- Knowledge of photocopiers
- Demonstrated high level of communication skills
- Proven ability to work independently as well as with students and staff

**How you will be assessed:**

1. Supports strategic direction – Knowledge of or ability to rapidly acquire knowledge of, classroom activities, procedures and use of resources and school policies.
2. Achieve results and displays personal drive and integrity - Demonstrated willingness to undertake specific training within a hospitality environment and possess, or ability to demonstrate skills and knowledge consistent with a Certificate III or higher.
3. Supports productive working relationships - Understanding of occupational health and safety, equal employment opportunity and anti-discrimination as applied in a work place.
4. Communicates with influence – Demonstrates high level communication skills, sound personal qualities of fact, reliability and an ability to work with others both individually and as part of a team.

**Additional Information:**

The preferred applicant will be subject to a working with children check as part of the employment screening process

A criminal history check may be initiated on the successful applicant

A non-smoking policy applies in Queensland government buildings

You may be required to complete a period of probation in accordance with the Public Service Act 2008

If you are interested, please submit an Expression of Interest for the position with a brief resume (maximum 2 pages) outlining your suitability for the role addressing how you will be assessed outlined above. Please include contact details and two current referees. Applications must be received by COB Tuesday 23rd April 2019.

**Enquiries should be directed to Rebecca Richardson Business Manager on 3810 9333. Applications can be emailed to [rich108@eq.edu.au](mailto:rich108@eq.edu.au)**

*We Believe. We Strive. We Achieve.*