

POSITION DESCRIPTION

Business unit:	Corporate Services
Position title:	Junior Barista
Position classification / level:	Food and beverage attendant grade 2 <i>Hospitality Industry (General) Award 2020</i>
Employment type:	Fixed Term Contract – Part Time (M-Friday, 7:30am – 11:00am)
Reporting to:	Food and Hospitality Services Leader
Date position reviewed:	January 2022

About SALDA

Speech and Language Development Australia (SALDA) is the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders. For over 40 years our not-for-profit organisation has developed a unique, multidisciplinary approach to helping children and young people with Language Disorder to find their voice.

When people have a voice their thoughts, feelings and aspirations are recognised by others. They possess the capacity to make an impact, both on their own personal situation as well as the broader community, through their actions and words.

SALDA provides a range of services including The Glenleighden School, School Support Services, Allied Health Assessment and Therapy Services, Professional Learning, and Research and Advocacy.

SALDA' Vision, Mission and Values

Our vision is to be the leader in ensuring extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, enabling them to find their voice.

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Position summary

The Barista is responsible for the daily provision of service and quality beverages to our customers including staff, parents and students from our Chatters Café based within The Glenleighden School.

The role works closely with and reports to the Food and Hospitality Services Leader.

Main duties and responsibilities

The key responsibilities of the position include, but are not limited to:

- Preparing and serving hot and cold drinks such as coffee, tea, artisan and specialty beverages
- Assisting in serving food
- Cleaning and sanitising work areas, utensils, and equipment
- Maintaining high levels of hygiene and clean service and seating areas
- Describing menu items and suggesting products to customers
- Providing outstanding service to customers
- Ordering, receiving and distributing stock supplies
- Receiving and processing customer payments

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

- Proficient Barista with minimum 1 year experience
- Sufficient knowledge about espresso coffee
- Basic latte art skill
- Safe food knowledge and/or accreditation

Knowledge, skills and experience

Essential:

- Ability to use café equipment and commercial coffee machines
- Great communication skills and a friendly personality

- Customer service skills and knowledge
- High level of attention-to-detail
- Good level of literacy and numeracy
- Enthusiasm to develop your skills and knowledge
- Adaptable to change and willing to embrace new ideas and processes
- Ability to work unsupervised and deliver quality work
- Positive and approachable manner
- Team player qualities.

Mandatory Requirements

- A current Blue Card or Exemption Card (working with children check) or other acceptable evidence.
- Driver's License.
- First Aid Certificate.

Working Relationships

- The Junior Barista will report to the Food and Hospitality Services Leader
- The Junior Barista will build positive relationships with corporate and educational staff throughout the organisation as well as with customers of the Café.