



We're hiring a barista/café all-rounder

- ◆ Casual role with the possibility of moving to permanent in 2018
- ◆ Minimum of 3 x 7-hour shifts each week (6.30 – 2.00, weekdays)

Northside Meetings with The Letter Lounge Café & Gifts is seeking a barista/café all-rounder. You will operate our La Marzocco machine (using Elixir's espresso blend coffee), make tea (using The Tea Centre's fine leaf tea), operate our café's front-of-house, sell gifts and support our function work.

Barista experience is essential. Café management experience is welcome but not essential.

We are looking for an energetic, motivated staff member who will be committed to the business and grow with us. This is initially a casual position, for 21-30 hours per week, with 6.30am starts. Regular, weekday shifts are available, though flexibility is welcomed. In the longer term, this may become a permanent part-time or full-time position for the right person.

We pay Award wages and offer excellent working conditions.

The Barista/Café All-Rounder will carry out the following duties

- ◆ Prepare coffee according to the Elixir system
- ◆ Maintain a clean, hygienic work area
- ◆ Take orders and use the point of sale system (for café, gift shop and meeting rooms)
- ◆ Prepare and serve food and drinks (e.g., milkshakes, cold coffee) for café and venue clients
- ◆ Support all aspects of the business as needed (clear tables, set up meeting rooms, wash dishes, clean, shop opening, shop closing)
- ◆ Contribute to the planning and development of the business
- ◆ Comply with all lawful and reasonable directions from the business owners
- ◆ Engage in lawful conduct in all aspects of employment
- ◆ Comply with the policies and procedures of Northside Meetings with The Letter Lounge Café & Gifts
- ◆ Complete other duties as directed by the owners provided they are within your competency or training

Qualifications and experience

- ◆ You must love coffee (and preferably tea) and thrive on working in a café environment
- ◆ You must be an experienced barista
- ◆ You must work quickly and efficiently
- ◆ You need an eye for detail and a commitment to excellence
- ◆ You must be punctual, trustworthy and reliable
- ◆ You must be customer-focused, pleasant and ready to interact with our customers
- ◆ You must be able to work in a team environment in a cooperative and friendly way
- ◆ You must be able to handle all front-of-house tasks and work independently when needed
- ◆ You need current first aid and food safety certificates
- ◆ Experience in café management is welcome but not required
- ◆ An interest in meetings and events is welcome but not essential
- ◆ An interest in books, words, design and art is welcome but not essential

About Northside Meetings with The Letter Lounge Café & Gifts

Northside Meetings with The Letter Lounge Café & Gifts is a meetings/training venue, café and gift shop. It opened in March 2016, in Red Hill on Brisbane's northside. The café is open 7 days a week (from 7.00am until 5.00pm on weekdays, and from 8.00am until 2.00pm on weekends). The meeting rooms are available for booking at any time.

The venue is a quiet place to work, talk, read, meet, and eat. We are a small but growing business, with 7 casual and 1 permanent staff. We are working to create a place that makes work easier: with space to work and think, a pace that's relaxed and calm, and an atmosphere of quiet concentration. Our staff work efficiently and quickly to provide a professional and high-quality service and to ensure that our clients can focus on their work.

We make all food on site, and employ 2 chefs and a cake decorator. We are a friendly team, with extremely low staff turnover.

How to apply

Please apply in writing to Judy Gregory – by email to judy@northsidemeetings.com.au, or by mail/hand delivery to Northside Meetings, 110 Windsor Rd, Red Hill Qld 4059. For more information phone Judy Gregory on 0431 909 684.

Please send a covering letter explaining why you want to work with us and a CV that outlines your skills and experience and includes at least two referees.

Applications close Friday 15 September. Immediate start available.