

## Position Vacant 2018

<b>Department:</b>	<b>WOLSTON FARMHOUSE</b>
<b>Job title:</b>	<b>HOSPITALITY COORDINATOR - CASUAL</b>
<b>Applications open:</b>	<b>THURSDAY 05<sup>TH</sup> APRIL 2018</b>

Wolston Farmhouse is one of Brisbane's oldest surviving residential farmhouses, built in 1853. It is a popular destination for day visitors and school excursions. Wolston Farmhouse is part of the National Trust of Australia Queensland (NTAQ), being one of twelve heritage sites throughout Queensland. The National Trust Australia Queensland is currently seeking a multi-skilled hospitality all-rounder to assist with site operations of Wolston Farmhouse "Tea Terrace" & event business. The successful applicant will be someone that can ensure the property is well presented and organised, and be hands-on in hospitality operations to deliver a warm welcome to guests, showcasing this heritage attraction of Greater Brisbane. This role would suit a previous café owner or experienced hospitality supervisor.

### **Position details & duties**

- Ability to work independently and coordinate the daily operations of the Wolston Farmhouse property & Tea Terrace, including cash control and emergency procedures.
- Provide guidance and experience to existing staff & volunteers.
- Experience in taking the lead and working efficiently under pressure.
- Provide warm and friendly customer service and share the history of the property.
- Prepare and serve a basic café-style menu which includes our famous farmhouse scones.
- Maintain standards of hygiene for food handling and presentation whilst using safe work practices.
- Perform daily property open/close duties and assist with any event operations.
- The role will include cleaning duties including dish room duties associated with the Tea Terrace.
- You will work independently in this role with support from the Property Manager and assisted by dedicated team of property volunteers.
- This role will typically be working Friday – Sunday from 10.00 am -4.00pm on a Casual basis, but this may increase & occasional evening work may be required subject to business growth
- Pay and work conditions are under the Amusements, Events & Recreation Award 2010.
- Non-smokers are preferred.

### **Selection Criteria:**

1. A minimum of 2 years' experience in a cafe or restaurant establishment will be highly regarded.
2. Must be self-directed with excellent time management and ability to work calmly under pressure.
3. Friendly personal interaction skills required to deliver excellent customer service and work harmoniously and productively with the staff and volunteer teams.
4. Ability to provide information to guests about the history of the property and its occupants in a clear, interesting and memorable manner. Training will be provided.
5. A current Qld Responsible Service of Alcohol (RSA) is desirable.
6. You must be available to work each Friday, Saturday and Sunday between 10am-4pm.
7. You must have your own reliable transport.
8. Barista experience preferred but not essential.
9. You will have appropriate personal presentation to work in a heritage environment.
10. Role requires average level of fitness, including the ability to lift up to 10 kg and perform bending and twisting.
11. First Aid certificate is preferred.

### **How to Apply**

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Please email your application to this email address: [employment@cws.org.au](mailto:employment@cws.org.au). Thank you.