



Woodward Street
PO Box 654, Orange NSW 2800
P (02) 6362 3444
F (02) 6361 3616
www.orange-h.schools.nsw.edu.au

Orange High School

Honour the past, create the future

Take advantage of work / life balance – Fixed term role until Dec 20 2020, part-time 20 hour per week based at Orange High School Café. Extension from February 2020 to December 2020 possible.

- **Play a vital role in supporting the Community by being responsible for the front of house management of the Educated Roast Café at Orange High School**
- **Join the Orange High School Team – be part of making an impact in the lives of our students.**

Innovation, collaborative teaching practices, diversity in student experiences and a supportive and nurturing environment are some of the philosophical practices that underpin the education that young people receive at Orange High School. We proudly educate students from the regional Central Western city of Orange, NSW and surrounding villages. We are a comprehensive, co-educational high school with a passion to deliver the highest quality educational experiences to all students who walk through our gates.

As part of this process, Orange High School has developed a concept to train our students of today to be the workers of tomorrow by providing innovative and hands on teaching activities. The Educated Roast will allow students to work in the café to gain key skills in small business, barista and hospitality activities.

This position will play a vital role in supporting the School by being responsible for the management of Café. The Educated Roast is a social enterprise established by Orange High School.

About the role

The role will be responsible for the day-to-day operations of Café, supplier ordering and staff rostering. Initially the operating hours will be 0630 to 0930 until December 2019. Core responsibilities for this position include:

- Lead on all aspects of daily staff management including rostering, training and coaching and quality control to ensure consistently high standards of daily operations.
- Oversee the quality control, Coffee preparation, ordering of supplies and stock.
- Compliance with financial management procedures, including budgets, Point of Sale Management and delegations.
- Contributing to an accessible and inclusive environment to ensure that the Educated Roast Café is operated within a social inclusion framework
- Assist with the training and involvement of our student team
- Proactively engage with the High School and its industry partners to build the Café's range of services in line with the School's goal of community development and student educational development.

About you

We would love to hear from you if you have at least 2 years' experience in a Café, a current food Safety Supervisor certification and knowledge of hospitality processes and procedures. To be successful in this role, you will also have these key skills:

- At least 2 years' experience as a Barista
- Current Food Safety Supervisor certification.
- Knowledge of hospitality processes and procedures.
- Experience in leading a small team, including knowledge of staff rostering.
- Experience in training and development.
- Demonstrated networking ability.
- High level of interpersonal and customer service skills.
- Current driver's license.
- Working with Children's Certificate, or willing to obtain

For further information, please contact Nicholas Littlewood at Orange High School