



POSITION DESCRIPTION

CAFÉ WORKPLACE TRAINER

Level	SCHADS Level 3
Employment Type	Part-time
Reports to	Café Supervisor / Training and Employment Coordinator
Purpose of the Position The Café at Harry's Place is a community-based café providing food and beverage preparation and service with a strong focus on engaging in employment opportunities for people with disabilities to learn, develop and enhance skills in hospitality. The Café Workplace Trainer is responsible for working to support and facilitate skill development and learning opportunities for people with disabilities in a supported employment environment. This position is also responsible for supporting the Café in day-to-day activities.	
Tasks and Responsibilities <ul style="list-style-type: none">• Provide supervision, support and learning opportunities to employees in the Carpentaria disability Training and Employment program during their daily tasks, ensuring they feel confident and capable in their roles• In conjunction with the Employment and Training Coordinator, develop and implement individualised training plans based on the specific needs and abilities of each trainee• Tailor training methods and modify training strategies as needed to accommodate diverse learning styles and abilities and to address individual challenges and strengths• Provide guidance on developing soft skills essential for the workplace, including communication, teamwork, and time management• Liaise and communicate with Registered Training Providers to ensure workplace training aligns with formal training requirements• Conduct ongoing assessments to measure the progress of each employee and liaise with the Employment and Training Coordinator to provide regular updates and feedback regarding trainee progress• Support participants with assignments and projects in relation to their formal qualifications• Work successfully as part of a small team and actively assist team members across all areas of Café operations, including food and drink preparation, customer service, inventory, deliveries, and Café cleaning duties• Ensure food safe handling procedures are followed and the kitchen environment is clean and tidy• Attention to detail regarding cleaning/rotation of stock and quality of produce• Utilise excellent time management skills to manage multiple competing Café food and drink preparation and training priorities• Adhere to all Workplace Health and Safety requirements	
Essential Criteria <ul style="list-style-type: none">• Certificate II or above in Hospitality / Kitchen Operations / Commercial Cookery• Certificate in Food Safety/Food Handling• Experience in food preparation and service• Experience as a Barista with knowledge and ability to prepare and serve hot and cold beverages• Experience in training and mentoring trainees/employees• High-level interpersonal skills with the ability to communicate effectively with a wide range of people• Ability to work under pressure, and maintain a calm and professional demeanour	

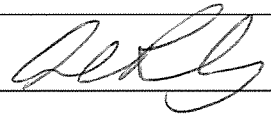
- Commitment to working with and supporting people with disabilities to develop new skills
- Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, First Aid & CPR Certificate and NT Drivers Licence

Preferred Criteria

- Certificate IV Training and Assessment
- Experience in the disability sector
- Demonstrated cross-cultural experience and experience working with individuals from diverse backgrounds

Values and Behaviours Required

- Embody Carpentaria's Values and Principles of Good Practice through a human rights based approach

Authorised by the CEO: 

Date: 21/02/2024