

## Old Beechworth Gaol Café & Bike Hub Employee – 2 x Senior Positions

### **About**

The increasingly popular Café and Bike Hub is open daily (7 days a week) at the front of the Old Beechworth Gaol, open from 8.30 am 2pm. We predominantly sell coffees and locally made slices but we are looking at expanding our range. We also make simple toasties and sell sausage rolls that are made onsite.

The Cafe is a support for the sale of tickets for our 'Guided Gaol Tours' with the majority of ticket sales being online. The café is the primary contact point for the tour guides, cafe customers, tour participants and deliveries to the site. The site has over 40 people across many different businesses working within the walls, with ACRE headquarters, Halliday Solicitors, Indigo Power and many coworkers, it is a wonderfully inclusive place to work.

### **The Role & Responsibilities**

The café is the first-place visitors to the Old Beechworth Gaol come to for information regarding the guided tours, food and beverages, deliveries etc. This means the cafe and cafe staff are often the first point of contact at the Old Beechworth Gaol site. You will be the person responsible on some busier shifts for junior casual cafe staff working with you on busy periods – mainly holidays / weekends and tour guides.

The role involves ensuring food and drink orders are taken and delivered in a timely and friendly manner including -

- Making and serving drinks including coffees, teas, hot chocolates, and cold drinks
- Serving and displaying slices and cakes daily
- Serving and heating/cooking menu items (toasties, sausage rolls etc.)
- Opening and setting up the cafe in the morning (approx. 30min earlier than opening time)
- Closing and locking café after your shift and as the café closes
- Providing the important eMTB (electric Mountain concierge service for hire customers including putting eMTB and signage out each day in prominent display
- Daily banking of cash
- Ordering stock as required
- Selling merchandise as required
- Selling or assisting customers pick up Shingleback bike racks as required
- Using our online ticketing system – Rezdy, to assist Gaol Tour Guides

### **Requirements –**

- Available to work some weekends
- Must enjoy dealing with customers and managing more junior staff
- Working with Children Check or willingness to get
- Current First Aid Certificate or willingness to get
- Current police check

### **Desired –**

- Responsible Serving of Alcohol Certificate
- Food safety supervisor certificate
- Barista Training (but training will be provided)

The role is classified under the Hospitality Industry Award and at casual rates.

Please send your current resume to Jayne Young, Operations Manager, [Jayne@oldbeechworthgaol.com.au](mailto:Jayne@oldbeechworthgaol.com.au) to arrange a meeting.