



CAIRNS HOCKEY ASSOCIATION

Position Title:	Cairns Hockey Kiosk and Bar Manager
Employment Status:	Part-time Position
Time Commitment	<ul style="list-style-type: none">• Approximately 20-30 hours per week during the winter season February to September, except for other organised events.• 15-20 hours during the summer seasons October to February. Compulsory 3 weeks holidays over the Christmas period.• Predominate operations of work are Thursday, Friday, and Saturday's. Other days as required.
Cairns Hockey Association	Cairns Hockey Association is a not-for-profit sporting organisation that provides opportunities for the Cairns community members to engage in an inclusive, fun, and safe community sport within a quality facility.
Remuneration	Registered and Licensed Clubs award 2020- Level 3 or 4 dependent on qualification and experience.

Key Responsibilities

- Develop and deliver a menu that engages with our organisation's customers. Menu provides variety and will attract members and guests to purchase from the kiosk and bar.
- Create and manage rosters for all persons working in the kiosk and bar.
- Management of kiosk and bar employees. Ensure all kiosk and bar employees are trained and skilled.
- Ensure all health and safety requirements and processes are delivered.
- Manage the operations of the Kiosk and Bar.
- Manage the stock of the kiosk and bar. Ensure the kiosk and bar stock is maintained and stocked to match demand.
- Provide a monthly report on kiosk and bar operations to the office manager.

Knowledge, Skills & Abilities

- Motivated, positive and has great initiative
- Well organised, friendly, and hospitable
- Able to delegate and supervise employees
- Honest and trustworthy

Other Requirements

- Food Handling certificate
- Responsible service of alcohol certificate - RSA
- Queensland Working with Children Check
- Current QLD Driver's License