



Job Title: Barista (Kaiārahi Kawhe)
Hours: 37.5 hours per week
Department: Administration
Reports to: Facilities Manager

Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, policies, legal requirements and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Key Responsibilities:

- Lead the training of rangatahi who aim to strengthen their pathway to further their education, training and employment
- Train and certify trainee barista's and rangatahi through the barista training programme and certification process
- Follow up with rangatahi who are working towards their barista qualifications
- Educate all rangatahi and barista trainees to identify hazards within the workspace.
- Lead the coffee cart operations and oversee daily supervision of contracted baristas and barista trainees
- Prepare and serve hot and cold beverages, such as coffee, tea, smoothies etc
- Work with TPOOM finance team to align to all budgets relating to the coffee cart
- Maintain all equipment within the coffee cart with regular cleaning and preparation as required
- Work with contractors engaged by the Facilities Manager to repair and maintain the coffee cart
- Will be responsible for maintaining stocktake and doing all the necessary ordering of supplies relating to the coffee cart
- Ensure that food hygiene regulations and health and safety standards are met at all times
- Manage till, EFTPOS and cash ensuring all TPOOM's cash handling processes are followed
- Work with the wider TPOOM team to organise all events within the community and will be responsible for working with council if we require consent for locations
- Provide regular data and information reports from barista training to both Tu Maia Rangatahi and Facilities Managers for monthly reporting and dashboard requirements for this service
- Maintain professional development and keeping abreast of issues facing rangatahi Māori

Competencies, abilities and attributes:

- Qualified barista trainer and assessor (training will be provided if required)
- Able to train and develop rangatahi in gaining barista qualifications
- Physically fit, can manage heavy lifting
- Confidence in loading and transporting/towing the coffee cart
- Excellent customer service skills
- Stock taking and ordering
- Excellent communication and listening skills
- Able to multitask and work under pressure
- Knowledge of coffee brews, basic techniques and methods and equipment
- Attention to detail, confidentiality, and professionalism
- Ability to take pride in your presentation
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua
- Knowledge of Te Reo me ōna Tikanga Māori