



Woorabinda Aboriginal Shire Council Job Vacancy

Position	Café / Supervisor
Position Particulars	Queensland Local Government Industry Award
Hours	Varied Opening Hours

Requirements

- The Café Supervisor is responsible for the daily operation of Council's Café, ensuring high-quality food service, customer satisfaction and compliance with food safety standards. The role includes supervising a small team, food preparation and cooking, ordering supplies, maintaining cleanliness and supporting community-focused service delivery.
- The Café Supervisor is required to demonstrate a high level of agility and flexibility in undertaking their duties. This role may require working varied hours, including early mornings, evenings, weekends and public holidays to ensure the café can effectively meet community demand during key meal service periods, catering commitments and special events.
- The Café Supervisor is expected to adapt to staffing, operations and service delivery to support the needs of the community while maintaining high standards of customer service, efficiency, food safety and workplace health and safety compliance.
- Supervise day-to-day café operations.
- Plan menus including fast food and healthy food options.
- Prepare and cook food to a high standard.
- Coordinate catering for meetings and community events.
- Order food, supplies and consumables within budget.
- Conduct regular stock takes and manage inventory.
- Deliver high-quality customer service.
- Supervise and support café staff, cooks and cleaners.
- Roster staff and allocate daily tasks.
- Ensure food safety, hygiene and workplace health and safety.
- Maintain cleanliness of kitchen, dining and storage areas.

- Handle cash, EFTPOS and basic reporting.
- Support training and mentoring of local staff.
- Report maintenance or equipment issues.
- Other duties consistent with the duties and responsibilities of the position as directed by the Director of Community Services, CEO or other senior Council staff.

Woorabinda Aboriginal Shire Council
112 Munns Drive,
WOORABINDA QLD 4711
Email to HR Manager – Cindy Warcon
cindy.w@woorabinda.qld.gov.au