

Position Description- Introduction to Hospitality Tutor

About the organisation:

Sandybeach Centre is an independent, not-for-profit, community co-operative society, established in 1982. We provide lifestyle, education and support services to people in the Bayside, Kingston and Glen Eira local government areas of Melbourne. The Centre is a strong community focused organisation and a Learn Local organisation. We are also a hub for educational, social, recreational and cultural activities in the community, encouraging personal and professional development. We are committed to the safety and wellbeing of children and young people.

Part A: Organisation mission statement and values

Mission Statement

Sandybeach Centre is an inclusive organisation providing programs and services that enrich the quality of life for our diverse community.

Values

Sandybeach Centre will become the place to meet, connect, learn and have fun. The Sandybeach values are:

Respect for our all members of our community is important. Without it, the enrichment and change will not be possible. We focus on being respectful of each individual and adopt a person-centred approach in everything we do.

Integrity & Honesty Great results can be accomplished with integrity by honest and enthusiastic people who value their community and actively seek out positive change for everyone. "Do the right thing, be mindful and acknowledge our mistakes".

Care Provide a safe and secure environment for staff, volunteers and all who engage with us.

Collaborative & Inclusive- everyone is welcome. We aspire to work with people from diverse backgrounds and embrace teamwork first for all to succeed. We seek to understand the diverse needs of our community and our role in addressing them

Part B: Position specification

Role title: Introduction to Hospitality Tutor			
Department:	ACFE/STEP	Classification level:	Education Services Tutor Award
Reporting structure:	ACFE/STEP Program Co-ordinator Direct reports: None		

Position summary

ACFE pre-accredited programs are short modular courses designed for learners to gain confidence and skills. These programs create pathways to further education, training or employment and are subsidised by State Government of Victoria.

As a tutor, you will be responsible for planning, preparing and delivering programs in alignment with the guiding principles of the ACFE Pre-Accredited Quality Framework.

Your role will focus on:

- Delivering high quality, engaging and person-centred learning experiences.
- Creating and maintaining a safe and inclusive classroom/kitchen environment.
- Evaluating and refining course content to enhance learning outcomes.

Tutors play a key role in ensuring that course delivery remains stimulating and relevant, providing learners with the skills and confidence to progress in their education or career pathways.

Responsibilities

Course Delivery

- Plan and implement person centred courses that are engaging, educational, encourage teamwork and social interaction.
- This course has an existing ACFE Course plan and curriculum. Topics will cover:
 - Food handling and kitchen safety
 - Hygiene
 - Customer Service
 - Food preparation and cooking
 - Meal planning
 - Communication Skills
- The tutor is responsible for all class related planning and food purchases.
- Preparation of all kitchen and teaching materials prior to class.
- Ensure the kitchen and dining areas are clean after class.
- Supervise Volunteers and Support Workers as required.
- Provide timely and constructive feedback to participants.
- Evaluate course delivery and participant feedback and implement changes in the process of continuous improvement.
- Manage other logistical and administrative tasks as necessary.

Course Administration

- Maintain class attendance rolls.
- Follow, complete and maintain required incident reporting procedures.
- Conduct classes at advertised times.
- Complete timesheets monthly.
- Complete all appropriate forms when conducting and/or proposing excursions.
- Attend staff meetings.
- Ability to work within a set course budget.
- Liaise with Facilities Coordinator regarding room requirements and OH&S.

Resources and Documentation

- Sandybeach Centre retains a copy of all materials produced by you for class delivery. Refer to employment contract for Intellectual Property information and obligations.
- Provide copies of student work to Program Co-ordinator as evidence of student participation.

Professional Development

- Identify professional development opportunities in consultation with the Program Co-ordinator.
- Maintain current industry specific skills and knowledge.

Delegations, authority levels and decision making

- This position has the responsibility to contribute to the ACFE course and develop and grow relationships with key stakeholders.
- The Tutor may delegate tasks to the Volunteer/s or Support Workers.
- The position has access to confidential information about participants.

Part C: Job specification

Qualifications

Mandatory:

- Experience working in hospitality, including barista skills and a sound working knowledge of customer service.
- Experience teaching or instructing students from a range of backgrounds, cultures and abilities.
- Food handling certificate.
- Current police check & working with children's check.
- Current First Aid.

Desirable

- Certificate IV in Training and Assessment (TAE40110/ TAE40116) and/or relevant teaching experience.
- Knowledge of adult education best practice.

Key selection criteria / Personal attributes

- Ability to work both independently and collaboratively within a team.
- Strong focus on participant engagement and support.
- Flexible and able to adapt to changing priorities.
- Effective verbal and active listening communication skills.
- Excellent time management and ability to meet deadlines.
- Strong organisational skills with focus on attention to detail.
- Exceptional customer service skills.
- Demonstrates a commitment to the Sandybeach values.

Signed

Staff Member (name):.....Date:.....

Signed

Manager (name):Date:.....