

Art-in-Nature Arboretum Trust

Weekend CAFÉ BARISTA AND RECEPTIONIST

Position Description

The Art-in-Nature Arboretum Trust manages the Sculpture Park and Arboretum located in Scotsman Valley – approximately 23 minutes' drive from Hamilton CBD and 20 minutes from Cambridge. The park is a regional resource of cultural, recreational, and botanical significance. It is a place for people to come together and enjoy an outdoor creative experience – it is also a space that supports artists and creatives and enables them to display and share their work with a wide audience. . www.sculpurepark.co.nz

Purpose and Impact

- Greeting and serving visitors to the park at our small café
- Using your outgoing personality to enable the Art in Nature Arboretum Trust to continue providing a welcoming place of environmental and creative inspiration.
- The main purpose of this position is to provide quality customer service so every visitor has a good time in the park, including the service they receive at the café.

Key Tasks and Responsibilities

Tasks include, but are not limited to:

- Charming visitors
- Taking responsibility for running the café during your shift
- Making barista quality coffees and other drinks
- Serving customers food and drink from our menu
- Making up sandwiches and heating some food as needed
- Taking payment for the food and drink
- Keeping the inside/counter area clean & tidy and ensuring that the display is inviting
- Collecting cups, cutlery, and plates from tables and putting them through sterilizer
- Ensuring that waste is minimised and recycling is sorted
- Ensuring that the toilet is kept in a clean and tidy state/ replenishing flowers as necessary
- Helping at the café for group bookings
- Cooperate with others on duty at the park when you take a meal break so that coverage is assured
- Answering enquiries about the park from the general public
- Working with our team to help the park's marketing strategy—this might include helping capture images for Instagram/Facebook postings
- Replenishing and tidying creative play area – raft building materials/tepee building in the creative play area

Expectations

- Six hours of work **9.30am to 4pm on your rostered weekend day**
- You will work within our ethos to always represent Art-in-Nature Arboretum Trust respectfully and accurately in your interactions with members of the public and other community organisations.
- You will wear our uniform when on duty at the park
- You will work with all staff, board members, volunteers, Wintec students, sponsors, and members of the public in a courteous and respectful manner.

- You will be reliable and adhere to the commitment you make to us. You will communicate with us if you are unable to perform the above tasks for any reason.
- Your mobile phone must be switched off or on silent during working hours.
- You are entitled to a half hour lunch break and a 10 minute rest break during your work day-- you are expected to make sure that you coordinate with other staff & volunteers on duty to ensure coverage for the cafe at all times

Key Relationships

You will be responsible to Sue Devonshire, the park's Marketing Manager, who is overseeing the café operations.

Your employer is the Trust so relationships for employment are Ian McKim, Trust treasurer, and Dorothy Wakeling, Trust secretary. You will have a close relationship with others in the team, including other staff and John Wakeling, Arboretum Curator.

Skills and Experience

- A willingness to undertake barista training specific to our coffee provider
- Very good English language and communication skills
- Experience in customer service
- Organised, methodical, and accurate with attention to detail
- Very good time management skills – able to work to under pressure

Personal Qualities

- A positive attitude and the ability to work collaboratively with others
- Self-directed and motivated
- Reliable and trustworthy
- Honesty in handling money (Police check may be required as you will be handling cash and working with children)

Training and Support

Ozone, our coffee provider, will provide training for the park's café staff.

You will be given a thorough induction to our organisation and your role. We will support you to do your role well, provide you with any resources you need, and aim to ensure your experience with us is a positive one.

Hourly rate will depend on experience and responsibilities

Please contact Sue Devonshire, Marketing Manager for the Trust, info@sculpturepark.co.nz 0272206499, or Dorothy Wakeling, Trust Secretary, sculpturepark1@gmail.com 0275670996.