

Barista and Café Assistant

- Regular Monday – Friday hours (7.30am – 3.30pm) + FREE parking on-site
- Great career opportunity to take on the responsibility of a sole charge role!
- Work for a charity and make a real difference in your community!

Te Mahi/The Role...

Tōtara Hospice's not-for-profit café, Café Aroha, is looking for a well presented, dynamic person with a passion for great service, delicious food, and amazing coffee to join our team.

You will be sole charge in this role working Monday to Friday 7.30am – 3.30pm, located onsite at Tōtara Hospice in The Gardens, Manurewa, serving customers consisting of your friendly work colleagues, our patients and their whānau along with our great base of local customers. We are looking for someone who enjoys creating and maintaining genuine and long-lasting relationships with all of our customers.

This role involves using your all-round café and hospitality skills including, but not limited to:

- Coffee making
- Taking orders (both online and in person)
- Customer service
- Cash handling and till use
- Product ordering and stock control
- Food handling which may include anything from smoothie making, toasting sandwiches and buttering scones to placing final touches on beautiful salads

Additionally, we run raffles and seasonal promotional activities to engage with the community and most importantly, raise money for Hospice. These can include Mother's Day Cupcakes, Valentines Days Gifts, S'Mores boxes and you will play an important part in supporting the hospitality team with these initiatives. The Café also hosts monthly market days, have retail items for sale, and guest artists feature artwork for sale throughout the year.

Although this is a sole charge role, the Café is within the main building, and you work closely within the Hospitality and Catering team to ensure we continue to engage with our community and increase sales.

Ngā pūkenga e hiahiatia/What we would like to see from you...

- Solid experience working as a Barista and Café Assistant. Previous experience working in a sole charge role is a bonus!
- Previous food handling experience with knowledge of safe food practices and processes
- You are happy to be an all-rounder i.e. making coffees, serving customers, clearing dishes and tables, pack down and end of day clean up each day
- You are passionate and excited to work as part of an integral team dedicated to increasing the profits we raise to continue Making Hospice Happen in your community

This role is covered by Government Orders for mandatory vaccination against COVID-19.

Ngā awahina mōku /Benefits for you...

- Regular Monday – Friday hours
- Ample FREE parking on-site at Tōtara House (you will always have a space!)
- Long service recognition programme
- Training and development opportunities

- Be part of a team where each individual is valued for the unique skills and experiences they bring to their role
- With a smoke-free policy, you can enjoy your break in either our beautiful gardens or in our new, modern and comfortable lunch room with a Jack's coffee and delicious and nutritious food from Café Aroha
- At Tōtara Hospice, all are welcome. We pride ourselves on our diverse culture that embraces diversity. We are a member of **Diversity Works NZ**. We value diversity and inclusion and are committed to providing equal employment opportunities to those of all backgrounds and identities. We are also a proud supporter of the **Silver Rainbow** programme, ensuring the needs of the rainbow community in our sector are understood and met

Kamapene/About the organisation...

Tōtara Hospice provides leading edge palliative care services within the community of south and southeast Auckland and has been since 1981. We are based in The Gardens in South Auckland and have a workforce of 100-120 staff across clinical, allied health, people & capability, volunteer services, fundraising & marketing and retail who all share a common commitment to honouring living and dignifying dying. No one should have to cope alone. We are a collaborative team who work together across these departments to ensure we deliver the best service possible to our patients and whānau.

Tōtara Hospice is also a member of both the *Fundraising Institute of New Zealand* and the *NZ Marketing Association*. As a local charity we are only partially funded and rely on our community to make up the difference each year. Café Aroha operates as a not for profit to support the sustainability of the charitable purpose of Tōtara Hospice.

Ngā pārongo whakauru/How to Apply...

If all of this sounds like you and you are interested in becoming a valuable member of Team Tōtara, please only [apply via SEEK](#) by clicking the 'apply' button now. Remember to include an updated copy of your CV and a cover letter explaining why you want to work for Tōtara Hospice and why you are the most suitable candidate for the job.

Tōtara Hospice as an organisation does not conscientiously object to anyone accessing their rights under the End-of-Life Choices Act that passed into law on November 7th 2021. Our focus will remain, as it always has been, on delivering to the needs of our patients and whānau. We will respect and support patients who choose this option.

If you should have any questions prior to your application, send an email send an email to the HR Team at hr@hospice.co.nz.