

## JOB HIGHLIGHTS PACK

|                        |                                  |
|------------------------|----------------------------------|
| <b>Role:</b>           | <b>Mabu Mayi Café Supervisor</b> |
| <b>Department:</b>     | Finance & Corporate Services     |
| <b>Reports to:</b>     | CFO                              |
| <b>Direct Reports:</b> | Nil                              |
| <b>Location:</b>       | Broome WA                        |
| <b>Contract Type:</b>  | Full time                        |

### ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”  
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

The café supervisor will oversee the efficient and effective operations of the cafe, including customer service and staff supervision. The ideal candidate has previous experience, has passion and enthusiasm and excels at pleasing customers. The café supervisor plays a key role in our team and is driven to provide excellent customer service. You will have the opportunity to be part of a lively atmosphere that is welcoming and engaging. This role is Monday to Friday 7.30-3.30pm, and provides unique hours for a hospitality staffer.

### This role will require the successful applicant to:

1. Maintain a high level of customer service
2. Prepare coffees and other beverages
3. Oversee food safe standards and visual merchandising of food
4. Take POS payments
5. Monitor order inventory and place orders with suppliers
6. Complete opening and closing duties
7. Assist chef with basic food preparation
8. Deliver 'on the job' training to other staff.
9. Occasionally assist with event management

### The ideal candidate will have:

1. Demonstrated experience in food and beverage management
2. Exceptional customer service and interpersonal skills
3. Ability to lead a dynamic team
4. Demonstrated ability to stay calm and focused under pressure
5. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues effecting them.



6. Experience working in culturally diverse workplace.



## BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



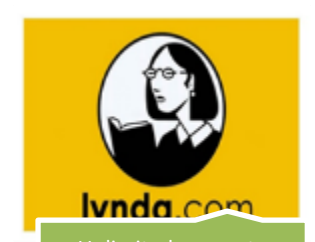
Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to Lynda.com online training

## LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>





## APPLICATION PROCESS

Applications should be sent electronically to [recruitment@yawuru.org.au](mailto:recruitment@yawuru.org.au) and addressed to:

Human Resources  
Nyamba Buru Yawuru  
PO Box 425  
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/CV
4. Current Drivers Licence and Police Clearance

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9609.

**Applications for this position close COB 16/09/2019**