

Customer Care & Café Team Leader Position Description

DEPARTMENT / INDUSTRY	Recreation
AWARD / AGREEMENT	Fitness Industry Award 2020
CLASSIFICATION / GRADE	Level 4

About YMCA South Australia

“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit” (our mission).

YMCA South Australia is a not-for-profit community organisation that has served the South Australian community for more than 170 years. With approximately 1,200 employees (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life.

Our vision is to see **“lives enriched through wellbeing”** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” - **“genuine care for the whole person, for every person.”** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact - both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement .”

The Customer Care & Café Team Leader is responsible for leading the day-to-day operations of the Café including staff rostering, training and maintaining a clean and inviting environment. They will also support the Customer Care Director in the provision and delivery of the Customer Service function of the facility.

The Café & Customer Café Team Leader will ensure all members and guests receive the highest possible level of service, fostering strong relationships promoting repeat visitation. This position requires a knowledge and understanding of menu development, food preparation, and nutritional values.

The Customer Care & Café Team Leader will possess excellent customer service skills and enjoy working in a service-orientated role. The Customer Care & Café Team Leader will also assist with staff rostering, development of menus and price structure, waste management, stock management, stock ordering and apply an innovative lense of environmental sustainability in all processes delivered.

Areas of accountability	Key duties
Customer Care	<ul style="list-style-type: none">• Support the Customer Care Director in the professional delivery of the customer service functions at the facility.• Provide leadership and direction to teams while on duty.• Ensure all best practise systems and processes are adhered to and delivered consistently to all members and guests within area of responsibility.• Provide excellent customer service, utilising strong communication and troubleshooting skills to manage all customer enquiries, requests and complaints: in person, on the telephone, and via email.• Confidently and efficiently communicate and sell the Centre's services.• Build a thorough understanding of the Centre, day-to-day operations, membership offerings, programs, bookings, special events, and emergency procedures.• Cash handling and ability to accurately process all point-of-sale transactions, consistently balancing cash outs.• Ensure cash handling procedures are followed; investigate any discrepancies end of shift reports.• Strong understanding of emergency procedures and the CSO role in emergency situations.
Café (Food & Beverage)	<ul style="list-style-type: none">• Delivery of a high quality, clean and professional café service.• Provide leadership, supervision, support and direction to assigned teams.• Appropriately roster the café within budget parameters.

YMCA South Australia

	<ul style="list-style-type: none"> • Where required, provide training and induction to Café attendants. • Ensure work processes are developed, reviewed and delivered in compliance with YMCA South Australia policy, procedures and best practise. • Performance monitoring and compliance to the Food Safety Plan. • Menu preparation and selection appropriate to the needs of the community. • Stock management including waste minimisation. • Responsible for the display of all food and beverage requirements, ensuring drink fridges are adequately stocked. • Ensure stock is appropriately and safely stored, labelled where required and in a manner that reduces manual handling fatigue and injuries. • Coordination of special function events, menu / food preparation and rostering to ensure successful events for event hosts. • Apply and innovative lense towards process, menu, environmental and operational improvements. • Direct Service shifts as rostered. • Ensure maintenance and upkeep of café and kitchen equipment, report all preventative and reactive maintenance requirements to your direct supervisor. • Attendance and support of all Centre major events. • Perform other duties as required and comply with reasonable directions.
--	--

Key Relationships

Reporting to:	Customer Care Director
Direct Reports:	Café Attendants
Key Internal Relationships:	YMCA South Australia Staff and Volunteers YMCA Staff nationally Centre Leadership Team
Key External Relationships:	Patrons and key stakeholders of YMCA South Australia

Selection Criteria

Qualifications and Licences – Essential

- National Criminal History Records Check (NCHRC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- Provide First Aid HLTAID011 or equivalent.
- HLTAID009 Perform CPR or equivalent.
- HLTFSE001 Follow basic food safety practices
- HLTFSE005 Apply and monitor food safety requirements (or willing to obtain)
- HLTFSE007 Oversee the day-to-day implementation of food safety in the workplace (or willing to obtain)

Qualifications and Licences – Desirable

- Diploma or Certificate of Catering / Cooking or other industry relevant qualifications
- Barista Certification

Knowledge and Experience – Essential

- Previous experience in a Café, Restaurant or hospitality industry demonstrating food preparation, presentation and food safety compliance.
- Friendly, personable, and capable of communicating complex services and concepts efficiently and effectively.
- Ability to multi-task, troubleshoot, and work under pressure.
- Proven ability to proactively work without supervision.
- Demonstrated commitment to YMCA core values, and passionate about improving the Health and Wellness of the local community.
- Excellent interpersonal skills.
- Must be self-motivated and can work independently and as a team member.
- Experience in teaching assigned programs.
- Experience in dealing with a diverse community.
- Basic computer skills.
- Experience in a customer focused role.
- Experience in dealing with a diverse community.

Personal Attributes

- Demonstrates a commitment to the YMCA's mission and can role-model the "Y Factor" to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y.

Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures, and practices.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.
- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

Approval of Position Description

Date created or revised:	July 2025
Approved by:	Craig Hortin - Head of Sport & Recreation

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	



Date:	
-------	--