**Paint the Town Red Job description – August 2021**

**JOB TITLE:** Event and bar employee

**JOB TYPE:** Casual

**LOCATION:** 1/34 Cameron Street, Launceston

**SUPERVISOR/MANAGER:** John and Leigh Dobson

**MAIN DUTIES/RESPONSIBILITIES:**

* Customer service of patrons
* Table service including making and serving of beverages at bar
* General assistance of customers during sessions
* Cleaning of space and materials
* Set up of space for art workshops
* Preparation of materials
* Storage and stocktake of materials

**SKILLS & EXPERIENCE**

**Qualifications:**

* Responsible Service of Alcohol (RSA) certificate
* Possible experience in coffe making or coffee making certificate

**Experience:**

* Experience in customer service and in making of alcoholic drinks and coffee - (this is not essential)

**Skills:**

* Organised and able to meet deadlines
* Excellent communication skills
* Follows directions
* Good interpersonal skills
* Good problem solving skills
* Be able to use your initiative

**PERFORMANCE GOALS:**

* Complete tasks on time
* Deal with clients and other employees professionally at all times
* Ensure workspace is clean and presentable at all times

**SHIFTS:**

* Approximately 10 hours per week on a Friday night (5pm until 9pm) and during the day and evening on Saturday (until 9pm) with additional shifts on other evening when required.

Email cover letter and resume to **ptrlaunceston@gmail.com** **by Monday 23rd August, 2021.**