


## JOB DESCRIPTION

Position Title	Tavern / Functions Manager	
Division / Portfolio	Commercial Services	
Position Number	4017	
Salary Agreement/Award	Curtin Student Guild Enterprise Agreement	
Position Classification	L6	
Nature of Employment	Full-Time	
Reporting Structure	<b>This position reports to</b>  Managing Director or other role designated by the Managing Director.	
	<b>Positions reporting to this position</b> Functions Co-ordinator Tavern Bar / Event Staff Tavern Kitchen Staff ( <i>Jointly with Head of Food &amp; Beverage Manager</i> )	
Our Mission	To enrich the student experience through a strong student voice and inclusive services, whilst fostering a vibrant and fun community.	
Our Vision	To be the leading and most trusted, independent, student-run organisation in Australia, that is highly valued by our students, the broader sector and community.	
Our Values	Autonomy   Equity   Accountability   Community   Sustainability	
Purpose of Position	Support the Managing Director in managing the Guilds Hospitality Function, including but not limited to the following.  Manage the operation of the Guilds Tavern in accordance with all relevant legislation and industry requirements.  Provide managerial, operational and strategic direction and support to the Functions Co-ordinator with respect to the Guild's catering business.	
KEY DUTIES AND RESPONSIBILITIES		
Responsibilities may include, but are not limited to:		
<ul style="list-style-type: none"><li>Manage the Guild's Tavern Bar, Bistro and function catering service, including beverage service, bistro coordination, and functions/events.</li></ul>		

- Maintain compliance with all relevant legislation and standards, including liquor licensing, RSA, food safety, and workplace health and safety.
- Act as the Approved Manager during trading hours and apply for special licences for functions and events as required.
- Lead the recruitment, training, rostering, and supervision of bar, service, and catering staff, with a strong focus on mentoring student employees and fostering a proactive, service-driven culture.
- Engage in hands-on operations as needed, including the delivery, setup, and pack-down of functions.
- Oversee all aspects of stock control, including ordering, supplier relationships, stocktakes, and minimising wastage, spoilage, and theft.
- Ensure high quality, consistency, and cost-effectiveness of products and services, including regular menu development aligned with student preferences and seasonal trends.
- Provide strong client liaison and logistical coordination for internal and external catering and function bookings.
- Collaborate with the Food & Beverage Manager to align operations and deliver an integrated hospitality experience across tavern functions, promotions, and daily service.
- Monitor performance, analyse sales and costs, and contribute to financial reporting and revenue growth initiatives aligned with the Guild's strategic objectives.
- Identify and implement operational improvements in consultation with the Commercial Management team to enhance efficiency, profitability, and customer satisfaction.
- Lead the planning and execution of student-focused promotions, entertainment, and events in line with Guild values and student interests.
- Liaise with external providers, entertainers, and Guild clubs/societies to deliver engaging and compliant programs and events.
- Build and maintain strong relationships with student associations, university stakeholders, and internal Guild teams to support collaboration and student engagement.
- Participate in the Commercial management team, contributing to the development of policy, procedures, and strategic planning.
- Represent the Commercial Division as required and foster partnerships within the Guild and wider university community.
- Maintain awareness of industry trends and developments to inform continuous improvement.
- Fulfil Chief/Deputy Warden duties as required.
- Perform other duties as directed, commensurate with the role and skillset.

## CRITERIA

### Qualifications

- Must have or be willing to obtain an "Approved Manager" certification that is recognised by the Office of Racing, Gaming and Liquor – Western Australia  
Must have or be willing to obtain Food Safety Supervisor certification for safe food handling obligations

### Knowledge, Experience and Skills

#### Essential

- Demonstrated experience in managing catering operations and functions/event delivery, including client liaison, logistical planning, and on-the-ground coordination.
- WA Unrestricted Approved Manager, and Food Safety Supervisor Certification (or willingness to obtain)

	<ul style="list-style-type: none"> <li>• 5+ years' experience in bar, tavern, hospitality management or as a functions/events coordinator.</li> <li>• Strong leadership and team management experience and skills</li> <li>• Strong knowledge of liquor licensing, compliance, and risk management.</li> <li>• Financial management skills (cost control, budgets, reporting).</li> <li>• Excellent communication, interpersonal and conflict resolution skills.</li> <li>• Ability to plan and deliver engaging promotions and events</li> <li>• Flexibility to work evenings, weekends, and peak student events.</li> <li>• A hands-on approach with a willingness to participate in event set-up, service delivery, and pack-down when required.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience overseeing an in-venue kitchen.</li> <li>• Experience with general catering and function event planning.</li> <li>• Experience working in a campus-based or student-focused environment</li> <li>• Understanding of not-for-profit or values-based business models</li> <li>• Familiarity with vehicle coordination or maintenance for catering/event transport.</li> <li>• First Aid Certificate.</li> </ul>
<b>Uniform Requirements</b>	<p>Neat Casual Attire</p> <ul style="list-style-type: none"> <li>• Smart Casual Attire.</li> <li>• Fully enclosed (non-slip) shoes.</li> <li>• Hat &amp; hairnet to be worn at all times (skull cap or baseball style) if working in the kitchen</li> <li>• Hair (chin length or longer) must be neatly secured</li> <li>• Any facial hair to be groomed and tidy</li> </ul> <p>A standard staff uniform to be worn as/when directed– to be laundered by you and always of a high standard.</p>
<b>Other relevant job information</b>	<p>Must be available to work rostered hours varying between 6am – 10pm with flexibility on requirements for weekends and working late for functions.</p>
<b>WORK REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Class A or C, WA drivers licence or equivalent</li> <li>• Must have or be willing to obtain an “Approved Manager” certification that is recognised by the Office of Racing, Gaming and Liquor – Western Australia</li> <li>• Other licences and certifications as and when required for the role</li> <li>• Criminal record check</li> <li>• A level of fitness commensurate with the position, pre-employment medical exam may be required</li> <li>• Ability and capacity to work outside of normal office hours when required.</li> </ul>	

## COMPLIANCE AND LEGISLATIVE REQUIREMENTS

### **Guild Values and Code of Conduct:**

You must commit to and uphold the Guild's Mission, Values and Code of Conduct. For more information please visit [here](#).

### **Occupational Safety and Health**

At the Guild, safety is the responsibility of all staff. All supervising staff and managers are obliged to ensure the Guild's safe systems of work are being applied in areas under their control. You are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action.

### **Diversity, Equity, Equality and Fairness**

You are expected to value and celebrate diversity, and to:

- Cultivate a community which enables its members to achieve their full potential
- Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity

**You must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.**