



## **Tavern/Functions Manager**

### **Curtin Student Guild**

Help shape campus life at Curtin University by leading the operations of the Guild Tavern, a safe, inclusive, and vibrant space for students, staff, and visitors. We're looking for an experienced **Tavern/Functions Manager** to oversee bar & kitchen operations, compliance, promotions, and student-focused events.

### **What you'll do:**

Reporting directly to the General Manager (GM) - Commercial you will:

- Manage the daily operations of the Tavern Bar, Bistro and Kirribilli Catering, ensuring compliance with health, safety, and liquor licensing standards.
- Recruit, train, and support a student-focused team, fostering a positive, inclusive, and high-performing work environment.
- Manage stock control, supplier relationships, and procurement to ensure cost-effective and quality-driven operations.
- Deliver engaging promotions, entertainment, and events tailored to the student community.
- Maintain a safe, welcoming and high-standard venue with a positive atmosphere for both staff and patrons.
- Collaborate with the Food & Beverage Manager to ensure an integrated hospitality experience.
- Oversee the strategic development of the Guild's tavern, assist the General Manager Commercial with growing the tavern and catering businesses without compromising the Guilds support for students through affordable, value for money student options.

### **What you'll bring**

We're looking for an experienced and passionate hands-on leader with strong bar/hospitality and compliance experience, who thrives in a dynamic student environment.

### **Essential skills and experience:**

- A current WA Unrestricted Approved Manager, and Food Safety Supervisor Certification (or willingness to obtain)
- 5+ years' experience in bar, tavern, hospitality management or as a functions/events coordinator.

- Strong leadership and team management skills
- Strong knowledge of liquor licensing, compliance, and risk management.
- Financial management skills (cost control, budgets, reporting).
- Excellent communication, interpersonal and conflict resolution skills.
- Ability to plan and deliver engaging promotions and events
- A hands-on approach with a willingness to participate in event set-up, service delivery, and pack-down when required.
- Flexibility to work evenings, the occasional weekends, and peak student events.

**Desirable:**

- Experience overseeing an in-venue kitchen.
- Experience with general catering and function event planning.
- Experience working in a student-focused environment
- First Aid Certificate.
- WA Driver's Licence.

**Why you'll love it here**

At Curtin Student Guild, you'll be part of a values-driven, supportive team where you can:

- Play a central role in creating a vibrant student community.
- Lead a unique hospitality space on campus.
- Enjoy variety - from busy peak periods to strategic projects during quieter times.
- Access opportunities for professional growth and development.

Enquiries about the role can be made by contacting Mr Vernon Thompson, Managing Director on 9266 3088 or via email [V.Thompson@guild.curtin.edu.au](mailto:V.Thompson@guild.curtin.edu.au).

Curtin Student Guild is an equal opportunity employer and individuals of Aboriginal or Torres Strait Islander descent or living with a disability are encouraged to apply.

**To apply for this position, please forward your resume and a cover letter addressing the job requirements and telling us why you're the right fit to [hr@guild.curtin.edu.au](mailto:hr@guild.curtin.edu.au)**

If you have any questions or enquiries about the role, contact us through the above email address.

**Applications close:** Tuesday 28 October 2025 at 4pm AWST – Note, only shortlisted candidates will be contacted.