



RAHAMIM
ECOLOGY
CENTRE

Hospitality Coordinator

Rahamim is a ministry of the Institute of the Sisters of Mercy of Australia and Papua New Guinea. Located in Bathurst, NSW, the primary aim of Rahamim's ministry is to promote care for Earth and all its living things through an understanding of the wonder of our planet and our interconnectedness with it. To this end, Rahamim's work focusses on education in ecology and sustainable living practices, formation experiences such as retreats and sabbaticals, and advocacy.

The Hospitality Coordinator oversees all aspects of the hospitality provided by Rahamim, including accommodation, catering and event management, including a number of relevant operational areas such as staffing, service coordination and facility oversight.

This position holds significant responsibility within Rahamim, as a crucial part of our work involves giving visitors the opportunity to experience the beauty of living in harmony with Earth through our simple but warm hospitality, which has at its heart a focus on ethical, eco-friendly practices.

To be considered for this unique and exciting role, you will need to possess:

- Experience in the following aspects of hospitality provision: catering for a range of group sizes and dietary requirements (including vegetarian, vegan and gluten free), event management, facility management, procurement and staff supervision
- Commitment to sustainability, particularly preparation of food using seasonal, organic, local and ethically sourced produce
- Ability to work independently, show leadership and use initiative while working collaboratively as part of a small and interdependent team
- Strong interpersonal and communication (written and verbal) skills with a commitment to providing excellent customer service at all times
- Excellent time management skills, including the ability to manage competing demands
- Business development experience
- Budget management experience
- Completion of "I'm Alert Food Safety Interactive Program" and possess, or willing to obtain, Food Safety Supervisor certification
- Willingness and ability to foster the vision, mission and values of the Sisters of Mercy as expressed in the ministry of Rahamim

Although the ordinary hours of work for this position are 5 hours per weekday, worked at mutually agreed hours between 9am and 5pm, evening and weekend work will be required from time to time and will accrue time in lieu.

To request a position description, please e-mail contact@rahamim.org.au. further information please contact Ellen Geraghty on (02) 6332 9950.

Cover letter and resume to be addressed to Ellen Geraghty at humanresources@ismapng.org.au.

Applications close: Sunday 2 April 2017