Service employee for the IST - Café/Pub

Part time (33h/week) - Limited position for 7 months (extension possible)
Klosterneuburg (Vienna), Austria
€ 1,768* gross/month (full time)

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IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. Get an insight!

Your responsibilities

The unit Campus Services administers most of the non-scientific services on campus, such as 38 guesthouse rooms, 31 apartments, 90 flats, the café/pub, the cafeteria, the childcare facility, the shuttle bus, the cleaning and the sport facilities.

- Preparation and service of food and beverages
- Mise-en-place for the café/pub as well as help for meetings, conferences and events
- Stock controls and ordering of goods
- Cashiering
- Daily cleaning of the workspace in the café/pub
- Ensure the compliance with all legal hygienic standards
- Organization and planning of small events in the café/pub
- Controlling meeting rooms and Campus Services related buildings (e.g. cafeteria)
- Operational support for the guesthouse (e.g. key handling, requests, etc.)

Your profile

- Fluent communication in English, German is an advantage
- Communicative, outgoing and open minded personality
- High service orientation
- Reliable, proactive and independent way of working
- Experience in the field of tourism or working experience in a café/pub is beneficial but not a must

Your benefits

- Education & training
- Cafeteria
- Childcare
- Free shuttle bus
- Multiple health offers
- Pension insurance

To submit your application, please e-mail recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.