



## PATHLIGHT SCHOOL

The **Autism Resource Centre (Singapore) [ARC (S)]** , [www.autism.org.sg](http://www.autism.org.sg), is one of the most active non-profit organizations in Singapore, dedicated to support individuals with autism and help them lead meaningful lives in society. ARC(S) runs an Early Intervention Unit, Pathlight School, Autism Training and Therapy Services.

In addition, **Pathlight School**, [www.pathlight.org.sg](http://www.pathlight.org.sg) started by ARC (S) is the first autism-focused school offering a blend of Singapore mainstream academics and life skills training to students with autism and other related learning disorders.

### F&B EXECUTIVE CUM JOB COACH

Pathlight School also collaborates with Mr Bean Kiosk and Starbucks together with other eateries to provide job coaching opportunities for students within the school. These kiosks require an F&B Executive to run the Kiosk in order to be able to coach potential students, equipping them with necessary vocational skills increasing the employability of Pathlight students.

Due to our expanding operations, we now have an opening for an **F&B Executive cum Job Coach**.

Your job role will include (but not limited to):-

- **F&B Operations Duties**
  - Cashiering and customer service during opening hours of the F&B Kiosk
  - Inventory tracking, Stock taking and sales reporting on daily basis
  - Ordering/ purchasing of consumables / utensils to replenish stocks
- **Coaching Duties**
  - To Coach at least 2 students at any one time.
  - Ensure work proficiency of students at the job including maintaining good service standards
  - To create Lessons plans, pre and/or post assessment for trainees who are coached
  - Document and plan progress of trainees using templates given (Eg: Schemes of work for competencies targeted)
  - Plan for future expansion of job scope of students
- **General Administration**
  - Planning monthly and daily operations including menu, work schedule for students, etc

It is crucial that you possess:

- Preferably a degree and 1-2 years working experience
- Ability to work independently as well as within a team
- Good organizational skills with strong detail orientation
- Ability to work in a fast paced, dynamic and challenging work environment
- Desire to learn about Autism and the patience to teach special needs students
- Passion to help special needs students maximize their talents and potential

If you are qualified and keen to be part of a life-transforming team, please email your detailed Resume to Ms Esther Sim at [arc\\_recruit@autism.org.sg](mailto:arc_recruit@autism.org.sg)

We apologise that only shortlisted candidates will be notified and this position is open to Singaporeans and Permanent Residents only.