

## HOSPITALITY ASSISTANT POSITION DESCRIPTION

### POSITION DESCRIPTION

REPORTS TO	Events and Community Engagement Coordinator
DIRECT REPORTS	NA
KEY RELATIONSHIPS	Staff
PURPOSE	The Hospitality Assistant supports the smooth and professional delivery of food and beverage services across the school. This role is responsible for preparing and presenting food for internal events, providing high quality hospitality service and ensuring the cleanliness, hygiene and maintenance of kitchen service areas. The Hospitality Assistant manages stock and supplies, launders kitchen linen and ensures compliance with food safety and hygiene standards. Through attention to details and a commitment to service, the role contributes to a welcoming and well organised environment.
ENVIRONMENT	This is a permanent part time position with approximately 15 hours of work per week.

### KEY AREAS OF RESPONSIBILITY

- **Food Preparation:** Organise and order food required for meetings and events, assemble the food and prepare water, tea and coffee stations.
- **Food Service:** Assist in serving/ delivering of food for meetings and events as well as the pack up and cleaning.
- **Stock Management:** Shop for food supplies. Keep an inventory of food supplies, ensuring stock is rotated and used efficiently.
- **Cleaning and Maintenance:** Perform routine cleaning duties in the Principal's and Principal's Assistant offices and other common Mansion areas.
- **Laundry Services:** Assist in washing, drying, and folding linen, towels, or other materials as required.
- **Support Special Events:** Assist with preparing and cleaning up after special school events or activities.
- **Safety and Compliance:** Ensure that all cleaning tasks are performed in compliance with school safety standards and regulations.

## VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

## TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Certificate II or III in Hospitality or equivalent
- Food handling certificate
- Certificate in Responsible Service of Alcohol
- An understanding of the Lowther Hall context
- A current and appropriate WWCC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

## PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability



- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

## POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

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Incumbent Name

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Incumbent Signature

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Date

