POSITION DESCRIPTION
CASUAL FOOD AND BEVERAGE ATTENDANT

RESPONSIBLE TO: Food and Beverage Manager and Supervisor
SUBORDINATE POSITIONS: NIL
SECTION: Wollongong UniCentre Conference and Functions Centre

JOB SUMMARY

Provide consistent and high quality standard of food and beverage set up/service to all clients, ensuring smooth delivery of conference and function services.

SPECIFIC RESPONSIBILITIES

To provide food and beverage services within the Conference and Functions Unit including but not limited to:

- Ensure excellent and professional client service at all times.
- Setup and reset specific Conference & Function activities as directed.
- Undertake general waiting and service duties of food and beverages.
- Communicate and liaise with team members, kitchen and other areas of operation.
- Follow hygienic food and beverage handling procedures.
- Provide general assistance in cleaning in kitchen and function areas, as directed.
- Adhere to Responsible Service of Alcohol legislation.
- Any other duties as directed within the scope of job holder’s skills and capabilities.
- Ability to work in a team based environment.
- Able to work a flexible roster including evening and weekend work where necessary.
- Be aware and understand all relevant Wollongong UniCentre Ltd guidelines and policies.
- Other duties as required and outlined by the Food and Beverage Manager and Supervisor

OCCUPATIONAL HEALTH AND SAFETY

- Maintain a clean and safe work area.
- Rectify immediate hazards if able to do so.
- Report all accidents and incidents to shift supervisor.
- Participate in workplace consultative meetings.
- Adhere to UniCentre Occupational Health and Safety policies and procedures.

Signed: ___________________________ Date: ________________
Employee

Signed: ___________________________ Date: ________________
Manager
SELECTION CRITERIA
CASUAL FOOD AND BEVERAGE ATTENDANT

ESSENTIAL

- Responsible Service of Alcohol certificate
- Relevant previous experience in waiting/bar service in a Conference and Function environment
- Ability to work a varied casual “Call In” roster including weekdays, evenings and weekends
- Knowledge of current Food and Beverage regulations
- Relevant Hospitality courses completed or completing
- Previous Team Work experience

DESIRABLE

- Tertiary qualifications in hospitality.
- Computer skills
- Responsible Service of Alcohol Certificate
- Drivers licence