

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Venue Assistant

Division	Community and Environmental Services	Department	Property and Commercial Services
Reports To	Venue Manager/Coordinator	Direct Reports	No

Position Purpose

This position is responsible for supporting the operation of Council Major Venues, delivering a positive customer experience through high quality customer service.

Key Responsibilities and Outcomes

Operational

As a Venue Team Member you will:

- Provide a high level of service to the venue to ensure a safe, efficient, and positive experience for all customers and hirers.
- Assist with the daily operations and administration of the venue including opening and closing, set-up and pack down of equipment, replenishment of consumables and cleaning.
- Assist with hospitality and catering services including POS, and preparation and service of food and beverage, in compliance with food and liquor license obligations.
- Assist customers with the use of equipment provided by the venue, in accordance with manufacturer's instructions and Council's safety policies and procedures.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - Nil

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience



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- Demonstrated ability and experience undertaking manual tasks in a safety conscious manner.
- Well-developed time management skills to achieve proficiency and effectiveness in managing the workload and priorities.
- Ability to work within a team environment and maintain working relationships with members of the public and team members.

Qualifications

- Experience in a similar field.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.