

STATEMENT OF DUTIES

Food and Beverage Assistant

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| Award: | <i>Port Arthur Historic Site Management Authority Award</i> |
| Classification: | General Stream Band 1 |
| Employment Status: | Permanent Part-time |
| Location: | Port Arthur Historic Site |
| Department | Tourism Operations |

Position Objective:

To deliver the highest level of customer service in the Food & Beverage business unit by providing hygienic and efficient kitchen food services and information about the features and facilities at Port Arthur Historic Sites.

Assigned Primary Duties:

- Provide friendly, efficient and effective customer service to visitors
- Undertake food preparation using hygienic practices for food safety and ensure clean kitchen premises and equipment
- Ensure food service areas are clean and tidy and hygienic food handling is used at all times
- Operate within the Standard Operating Procedures (SOP) for each food outlet
- Use Point of Sale terminal to conduct business transactions and provide table service of food and beverage
- Actively participate in and contribute to PAHSMA's Work Health and Safety processes
- Promote and maintain PAHSMA's Vision, Purpose and Values in all contact with visitors and colleagues
- Perform any other assigned duties at the classification level that are within the employee's competence and training

Responsibilities:

The Food and Beverage Assistant is required to present a positive image of PAHSMA, deliver exemplary food and beverage service and when required provide accurate information to visitors. As expertise increases the incumbent will be expected to assume more responsibility of how skills are applied and tasks are completed.

The incumbent is responsible for attendance to duties in a cooperative and professional manner, participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA policies and procedures and for showing diligence in punctuality and attendance. Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment and resources.

The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment at PAHSMA.

Positions at this level involve the following Work Health & Safety (WHS) responsibilities:

- Exercise reasonable care in the performance of duties consistent with WHS legislation, policies and procedures

- Report hazards and document all accidents/incidents
- Awareness of procedures contained in the Emergency Management Plan and the actions it identifies for this position

Direction/supervision received:

The Food and Beverage Assistant will carry out duties under established processes and procedures and will report to the relevant Tourism Operations business unit supervisor.

Vaccinations/Health Surveillance:

The following is recommended for this position:

Nil

Knowledge and Skills (Selection Criteria).

1. The ability to increase workflow to meet the demands of busy periods while continuing to deliver exceptional customer services.
2. Good communication and interpersonal skills including the ability to work as part of a team and be able to easily initiate contact with new customers.
3. Ability to work under supervision with the capacity to take instruction and undertake training and assessment.
4. Understanding of, or the ability to acquire, the skills needed to carry out Food and Beverage duties.
5. Understanding of, or the ability to acquire, the skills and knowledge of hygienic food practices.
6. Awareness of Work Health and Safety issues in a hospitality environment .

Working Environment:

The Port Arthur Historic Sites are important places of outstanding heritage value at local, state and national level. They are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world. All PAHSMA employees have a responsibility to ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage and to comply with the direction of the *Port Arthur Historic Site Management Authority Act 1987* and the *Port Arthur Historic Sites Statutory Management Plan 2008*.

The Port Arthur Historic Site Management Authority is committed to high standards of performance in relation to Work Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practise, promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

The Port Arthur Historic Site Management Authority is a smoke-free working environment and, as such, smoking is prohibited in the workplace including the historic site's grounds and vehicles.

The working environment of the Port Arthur Historic Site Management Authority is governed by:

State Service Principles

The State Service Principles (the Principles) are contained in section 7(1) of the *State Service Act 2000*. Section 8 of the Act requires Heads of Agency to uphold, promote and comply with the Principles and section 9(13) of the Act requires employees to behave at all times in a way that upholds the Principles. The Principles are a core element of the State Service and represent the minimum responsibilities of

officers and employees. Employees should familiarise themselves with the Principles and must work to ensure the Principles are embedded into the culture of the Authority and that the Principles are applied to all Authority decision-making and activities





Our Vision:

PAHSMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.

Our Purpose

To conserve and enhance the heritage values of our world heritage convict sites and to share the stories of these places and the people connected to them.

Our Values

-  **Unity** – we work as one to achieve PAHSMA’s Vision and Purpose
-  **People Matter** – we acknowledge and show respect to our people – past, present and future
-  **Accountability** – we hold ourselves, and each other, accountable for our actions and behaviours
-  **Passion and Pride** – we are committed to being world class

Code of Conduct

The State Service Code of Conduct (the Code) is contained in section 9 of the *State Service Act 2000*. It complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. The Chief Executive Officer of the Port Arthur Historic Site Management Authority has legislative authority to investigate an allegation of a breach of the Code and to impose a sanction where a breach has been determined.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Commissioner’s website at www.dpac.tas.gov.au/divisions/ssmo/employment_directions.

Carol Armstrong
Human Resources Manager

Stephen Large
Chief Executive Officer

Certified Correct

Approved / Not approved



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SITES

Date / /2018

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