

Information for Applicants



Vacancy **Food and Beverage Assistant** **Front of House**

The Port Arthur Historic Site Management Authority is an Agency of the Tasmanian State Service and employment at the Site is subject to the *State Service Act 2000*.

The Authority is responsible for the conservation and management of the Port Arthur Historic Site, the Coal Mines Historic Site and the Cascades Female Factory Historic Site. All three sites are on the Tasmanian Heritage Register, the National Heritage List and included in the Australian Convict Sites World Heritage listing. The offices of PAHSMA are located at the Port Arthur Historic Site which comprises buildings, artefacts and records, dating mainly from the convict period, set within approximately 135 hectares of land at Port Arthur on the Tasman Peninsula. The Site is a place of cultural and historic significance and a major destination for local, state, national and international visitors and tourists. The Authority operates a world standard Visitor Centre and provides a range of facilities and experiences for the comfort and enjoyment of visitors. The Coal Mines Historic Site, some 210 hectares, is also on the Tasman Peninsula while the Cascades Female Factory Historic Site is located in South Hobart.

Our Vision: *PASHMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.*

Advertised Vacancy: The Authority is seeking to appoint four (4) Food and Beverage Assistants (Front of House) within the Tourism Operations Department. The objective of this position is to:

To deliver the highest level of customer service in the Food & Beverage business unit (Front of House) by providing food services and information about the features and facilities available at the Port Arthur Historic Sites.

For a more detailed description of the advertised position intending applicants should obtain a copy of the Statement of Duties.

Employment Status: Permanent

Hours of Duty: Part-time

Employment conditions: Salary and other conditions in accordance with the *Port Arthur Historic Site Management Authority Award*, General Stream Band 1, Rostered Day Worker, \$53,528 - \$65,350 pro-rata. PAHSMA offers flexible work arrangements and applicants who seek alternative working arrangements are encouraged to apply and will be considered. The position accrues Recreation Leave, Long Service Leave and Personal Leave.

Enquiries: For further information about the position please contact Anne McVilly – Director Tourism Operations on (03) 6251 2321 m 0409 308 385 or email anne.mcvilly@portarthur.org.au

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Statement of Duties (which includes Selection Criteria): is available from www.jobs.tas.gov.au or refer to advertisement for contact details and for further information.

Applications:

To be considered for selection all applications **MUST** contain:

- A fully completed Tasmanian State Service *Application for Employment* form
- A résumé which will outline such areas as employment history, education and qualifications, professional affiliations, relevant training and developmental history as well as any other information that may be deemed relevant by the applicant
- A completed Statement Addressing the Selection Criteria.

Referees: Applicants should provide at least two referees. When selecting referees applicants should select a referee who can best comment against the selection criteria and who are preferably a current and/or immediate past supervisor. Nominated referees should be contacted by the applicant prior to being nominated to ensure their willingness to provide comment, provide them with information about the position applied for and forewarn them that they may be contacted by the selection committee.

Applications close: C.O.B - Monday 26th August 2018

How to apply

Online applications are preferred www.jobs.tas.gov.au.

If you require further assistance please contact
HR Officer
Tracey Rainbird
recruitment@portarthur.org.au
PH (03) 6251 2357