

Position Title	Kitchen Hand
Status	Casual
TEC Position Number	TEC_ED_2007
Payroll Position Number	70090113
Employment Agreement	SCEC Certified Agreement
Classification Level	1
Department	Events Services
Version Control	Version 3
Date last reviewed	July 2022

THE EVENTS CENTRE

The Events Centre is the Sunshine Coast's premier performing arts venue and hosts a range of entertainment events, cultural events, meetings, recreation and commercial activities and opportunities for the local community and visitors to the Sunshine Coast.

The Events Centre is operated by The Sunshine Coast Events Centre Pty Ltd, an independent venue management company owned by Sunshine Coast Council.

SCOPE

The Events Centre's front-line activities vary for all shows, events and functions held at the Centre.

The role of the Kitchen Hand is to work under supervision within all areas the kitchen operations in The Events Centre. The Kitchen Hand will ensure to present excellent presentation and a high level of service and relations to our patrons and clients.

KEY COMPETENCIES

1. To support the operations of the Centres Kitchen Operations
2. Provide and demonstrate good communications with staff and customers with a polite and friendly manner.
3. Supporting the department teams by performing essential duties as instructed
4. Work with other Events Centre staff and contractors when necessary to ensure the delivery of service
5. Ability to adapt to change and take on different tasks.
6. Ability to follow instructions and work independently if required
7. Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the nominated supervisor/Manager
8. Demonstrate a passion for quality work, initiative and willingness to learn

WORKPLACE HEALTH & SAFETY

It is a condition of employment that the incumbent undertakes to observe, understand and perform all duties in accordance with workplace health and safety legislation, regulation, and applicable policies.

Commitment to the Work Safe: Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪ Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪ Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.

REPORTING

Reports to: Head Chef / Conference and Events Manager
 Leadership/Supervision: Nil
 Internal Liaison: All SCEC staff and volunteers
 External Liaison: Nil

DELEGATIONS

Records management responsibilities of this position as prescribed.

Financial Delegations: Nil
 Management of Contracts: Nil

SELECTION CRITERIA

1. Time Management with excellent interpersonal skills
2. Diligence and attention to detail.
3. An understanding of relevant workplace health and safety principles.
4. Willingness to provide a high level of customer service.
5. The ability to work effectively as part of a team.
6. Perform the key competencies of the position.

ADDITIONAL REQUIREMENTS

Note: Training will be provided on the job, but it is expected that employees take every opportunity to develop their own skills and abilities by attendance at training courses and additional appropriate study as opportunities arise.

POSITION ENQUIRIES

Enquiries in relation to this position should be directed to:

Julian Gibbs, Conference and Events Manager
 The Events Centre Pty. Ltd.
 PO Box 5, Caloundra Q 4551
 Ph: (07) 5491 4240 or email: julian@theeventscentre.com.au

Position Number:	TEC_ED_2007	Position Title:	Kitchen Hand
-------------------------	--------------------	------------------------	---------------------

I,, accept the Position Description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

..... Date:/...../.....

Signature of Employee