

# **INFORMATION PACKAGE**

## **Kitchenhand**

### **Information for Applicants:**

#### **Applicants must address the enclosed Key Selection Criteria**

Applications should include a detailed resume addressing the enclosed Key Selection Criteria. Additionally, the names and contact numbers of at least two (2) recent referees, that are work related, should be nominated. These referees may be contacted without further reference to the applicant (*Not Required*).

It is part of the consciousness at Ballina RSL Club Limited (the Club) to promote and encourage WH&S. Commitment to a safe and healthy work environment is achieved through the promotion and development of safer and healthier work practices and conditions involving each and every staff member participating on a voluntary basis. In this respect employees are responsible and accountable, at least to the extent of their duties as prescribed by the WH&S Act.

All successful appointees will be expected to demonstrate the same level of occupational health and safety consciousness, and support and contribute towards risk management initiatives developed at the Club.

Failure to co-operate and respond to the above may result in termination of employment.

The Club also has a policy of active involvement in the effective return to work of injured or occupationally unwell employees to ensure a speedy recovery and safe return to active employment.

Conditions of employment are in accordance with the Registered & Licensed Clubs Award 2010 and other Industrial Agreements, plus Clubs policies and procedures.

A Pre-Placement Health Assessment shall be conducted prior to any offer of appointment.

The Club promotes equal opportunity in the workplace.

A three (3) month probation period applies to all successful appointees and your work performance will be assessed prior to expiration of your probation period. This assessment will be the basis for employment beyond the probation period. The Club may reduce the probationary period through unacceptable work performance or behaviour.

## **KEY SELECTION CRITERIA**

NOTE: In your application you must address each of the following Key Selection Criteria individually.

- Demonstrated recent experience within the hospitality industry, in this vocation.
- Demonstrated recent experience in a similar position, within medium to large organisation.
- Demonstrated recent experience in being able to work in an un-supervised environment.
- Demonstrated recent experience utilising your strong customer service skills.
- Demonstrated recent experience in being able to work as a team member.
- Current Drivers Licence (*Not Required*)

## **POSITION PROFILE**

**Title:** Kitchenhand

**Direct Reports:** Catering Supervisors/Sous Chef/Executive Chef

**Award** – Registered & Licensed Clubs Award 2010

**Wage classification** – Level 1

**Organisational Relationships:**

Working with all food service personnel within the Club, which will involve working in any of the Clubs operations at the River Street premises or alternatively at the Club's Canal Road premises.

**Position Objectives:**

Provide and ensure the highest standard of customer service to all Club patrons and staff by performing duties in a highly efficient, effective and professional manner, while adhering to all Club rules, policies and procedures.

**Clients (Customers) to be serviced**

**Internal**

- All fellow employees as outlined in the organisational chart.

**External**

- Members, their guests and visitors who utilise the Clubs services & facilities.

## **Requirements of the Position and Operational Responsibilities**

In accordance with the attached Job Description the Kitchenhand is accountable for his/her decisions and actions that impact on internal and external customers and the manner in which the job description functions are executed.

Profile agreed to by applicant.....

Date...../...../.....