

## JOB DESCRIPTION

### Hospitality Technician

<b>Level:</b>	Level 2
<b>Position Number:</b>	40000135
<b>Location:</b>	Kalgoorlie
<b>FTE:</b>	0.6
<b>Division:</b>	Training Profile Operations
<b>Branch:</b>	PM Community Education & Safety
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

### ABOUT THIS POSITION

The Hospitality Technician ensures hospitality resources and equipment are maintained, provides support to the Hospitality Team, and assists to maintain a safe workplace. They will ensure all tools, equipment, training aids and reception areas are maintained and kept in a serviceable condition. They will also purchase equipment, liaise with contractors and carry out general maintenance.

### POSITION'S RELATIONSHIPS

#### THIS POSITION REPORTS TO:

Portfolio Manager Community Education & Safety	Kalgoorlie	Level 7
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#### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Head of Programs	Kalgoorlie	Level HOP
Lecturers	Various	Grade 1 - 9
Portfolio Assistant	Kalgoorlie	Level 2

#### OFFICERS UNDER DIRECT RESPONSIBILITY:

NIL

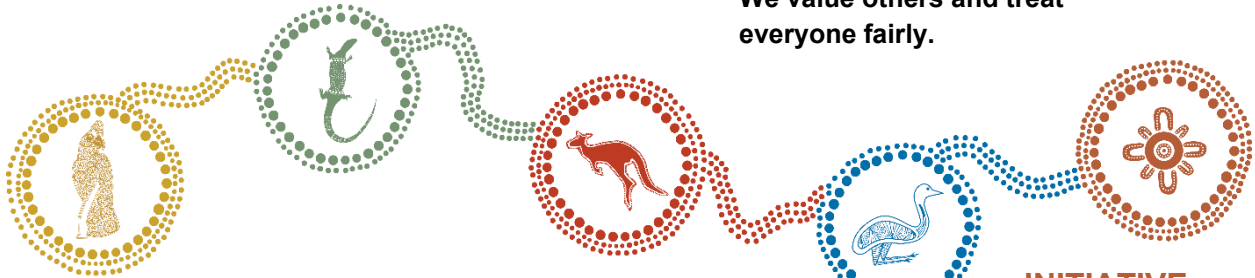
## OUR VALUES

### INTEGRITY

We act with honesty and accountability.

### RESPECT

We value others and treat everyone fairly.



### COLLABORATION

We work together to achieve shared goals.

### INNOVATION

We embrace change and find better ways to work.

### INITIATIVE

We take action and create positive change.

## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

- Act as the designated Food Safety Supervisor for the hospitality training facility, ensuring food handling, storage, preparation and cleaning practices comply with relevant food safety legislation, standards and internal procedures.
- Maintain hospitality equipment, tools, training aids and facilities to support training delivery and ensure they are safe, clean and serviceable.
- Assist with the preparation, set-up and pack-down of resources, equipment and consumables required for practical hospitality training activities.
- Monitor hospitality consumables and supplies and coordinate ordering and stock control in consultation with lecturing staff.
- Maintain hospitality training areas, kitchens and service areas in a clean, safe and organised condition in accordance with food hygiene and workplace health and safety requirements.
- Monitor food hygiene and safety practices within the hospitality training facility and implement or coordinate corrective actions where required.
- Liaise with internal staff, suppliers and contractors regarding equipment servicing, maintenance and resource requirements.
- Maintain food safety and hygiene documentation and practices to support internal and external compliance and audit requirements.
- Assist lecturing staff with administrative tasks relevant to training delivery including ordering, stock records and data entry.
- Maintain positive working relationships with internal and external stakeholders.
- Other duties as required.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Demonstrated experience in the hospitality industry in a commercial or training environment.
- Intermediate skills in information technology; including the use of email, internet, and Microsoft Office products.
- Communication and organisational skills, with demonstrated ability to utilise them in a team environment.
- Demonstrated knowledge of food safety and hygiene standards applicable to commercial hospitality environments.
- Knowledge of purchasing products and stock control.

### DESIRABLE:

- Relevant education / trade qualification in cookery, hospitality, restaurant or bar operations.
- Current Senior First Aid.
- Food Safety Supervisor certification.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Ema Fifita  
A/Managing Director

20 March 2026

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

### THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

<b>Lead collectively</b>	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
<b>Think through complexity</b>	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
<b>Dynamically sense the environment</b>	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
<b>Deliver on high leverage areas</b>	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
<b>Build capability</b>	You actively contribute to the development of your team's capability, ensuring you support your team members.
<b>Embody the spirit of public service</b>	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
<b>Lead adaptively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.