

FACT SHEET

Essential Qualifications – Casual Positions



INTRODUCTION

This fact sheet is intended to provide a general overview of qualifications that are deemed essential for casual positions.

Casual employees are expected to hold the qualifications listed in this document prior to commencement in the position.

Additional VenuesWest specific qualifications may be required following commencement such as warden qualifications – these will be provided by VenuesWest.

ESSENTIAL QUALIFICATIONS

Essential qualifications for casual positions are detailed in the table below.

POSITION	ESSENTIAL QUALIFICATION/CERTIFICATION
AQUATIC SERVICE OFFICER (LIFEGUARD)	
AQUATIC SUPERVISOR	
BACK OF HOUSE RUNNER/STAGE DOOR	
CAFÉ FOOD AND BEVERAGE ATTENDANT	
CATERING EVENT SUPERVISOR	
CATERING FOOD AND BEVERAGE ATTENDANT	
CATERING RUNNER/STOREMAN	
CATERING SUPERVISOR	
CHEF	
COOK	
CRECHE ATTENDANT	
EVENT SAFETY OFFICER	
FITNESS INSTRUCTOR	
FUTSAL REFEREE	
PROGRAM INSTRUCTOR	Provide Cardiopulmonary Resuscitation Certificate Bronze Medallion OR Teacher of Swimming and Water Safety Certificate (for water related programs)
PROGRAM SUPERVISOR	Provide First Aid and Provide Cardiopulmonary Resuscitation Certificate

	Bronze Medallion OR Teacher of Swimming and Water Safety Certificate (for water related programs)
KIDS GYMNASTICS INSTRUCTOR	Provide Cardiopulmonary Resuscitation Certificate
LEARN TO SWIM INSTRUCTOR	Provide Cardiopulmonary Resuscitation Certificate AustSwim or RLSSA Swim Instructor Certificate
GROUP FITNESS INSTRUCTOR	First Aid and Resuscitation Certificate Certificate III in Fitness or Les Mills Gel Group Fitness Certification (for specialised classes only)
PERSONAL TRAINER	Certificate III in Fitness Certificate IV Personal Training Provide First Aid and Provide Cardiopulmonary Resuscitation Certificate
GROUNDSKEEPER GROUNDS BUILDINGS MAINTENANCE OFFICER	Pesticide Operator's Licence
ALL POSITIONS REQUIRED TO OPERATE A FORKLIFT	Worksafe Licence to Perform High Risk Work for Forklift
FIRST AID OFFICER FIRST AID ATTENDANT	Provide First Aid and Provide Cardiopulmonary Resuscitation Certificate
COACH/UMPIRE	Provide Cardiopulmonary Resuscitation Certificate Coaching Qualification (for Qualified Coach positions) Umpiring Qualification (for Qualified Umpire positions)

CHILD-RELATED WORK

All positions that engage in child related work (even those not listed in this document) require a Working with Children Check as detailed in the HRM Pre-Employment Screening Procedure. 'Child related work' means that the usual duties of the position involve, or are likely to involve, contact with a child, in connection with one of the categories defined in Section 6 of the *Working with Children (Criminal Record Checking) Act 2004*.

AUTHORITY AND RELATED DOCUMENTS

- *Working with Children (Criminal Record Checking) Act 2004*
- HRM - Learning and Development Policy
- HRM - Learning and Development Procedure
- HRM - Recruitment, Selection and Appointment Policy
- HRM - Pre-Employment Screening Procedure

FURTHER INFORMATION

If you require further information please contact People and Culture.



The information contained in this document is intended as a 'guide' only. Reference should be made to the relevant legislation, Commissioner's Instructions and policies for more detail.