



## ARTS AND CULTURE TRUST

# JOB DESCRIPTION FORM

## POSITION DETAILS

<b>Position Title:</b>	Food and Beverage Supervisor
<b>Position Number</b>	Various
<b>Classification Level</b>	Level 5
<b>Award/Agreement</b>	Restaurant, Tearoom and Catering Workers' Award, or any other prevailing industrial instruments
<b>Division</b>	Venue Operations
<b>Branch/Section</b>	Hospitality Services
<b>Physical Location</b>	Various Arts and Culture Trust Venues
<b>Effective Date</b>	1/07/2022
<b>Employment Type</b>	Casual
<b>Employment Status</b>	Casual

## REPORTING RELATIONSHIPS

### POSITION REPORTS TO

Hospitality Operations and Café' Coordinantor 15117 Level 9

### POSITIONS REPORTING TO THIS POSITION

Casual Food and Beverage Attendants Various Level 1 -4

## **PURPOSE OF THE POSITION**

The Food and Beverage Supervisor is responsible for the successful delivery and business operation of the Hospitality department, in liaison with the Hospitality Operations and Café Coordinator. The position will focus on delivering an integrated front of house hospitality service, maintaining high levels of customer satisfaction, controlling stock, floats and all associated equipment.

## **DUTIES OF THE POSITION**

This section outlines the essential results and outcomes required of an individual in this position.

1. POS and cash register operation and programming.
2. Order stock as required to meet operational demands.
3. Safe and cash management - daily and weekly reconciliations.
4. Undertake monthly stocktake and reconciliation.
5. Control of wastage and maximisation of shelf life of products using correct storage techniques.
6. Develop the weekly roster for all hospitality staff and attend staff meetings as required.
7. Complete up to date function consumption and feedback reporting.
8. Liaise with all other departments in relation to event requirements.
9. Awareness of emergency evacuation procedures and the ability to provide client briefings.
10. Maintain a safe workplace, utilising the MyOsh system when required.
11. Carry out approved managers duties whilst on shift and ensure responsible service of alcohol.
12. Other duties, as required that fall within the parameters of the position.

## **COMPLIANCE AND LEGISLATIVE KNOWLEDGE**

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## **WORK RELATED REQUIREMENTS**

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### **ESSENTIAL**

#### **1. Role Specific**

- Minimum three years' experience as a Food and Beverage Supervisor.
- Approved managers card
- Demonstrated experience in customer service and food and beverage operations at a Supervisory level.
- Highly proficient in the Microsoft suite (including Outlook, Word and Excel).
- Familiarity with incident management protocols and OH&S guidelines.

## **2. Shapes and Manages Strategy**

- Ability to think logically with attention to detail, and problem solve to meet operational expectations.

## **3. Achieves Results**

- Demonstrated ability to maintain high levels of cleanliness and presentation, keeping all work areas both front and back of house clean and in working order.

## **4. Builds Productive Relationships**

- Demonstrated ability to take initiative, efficiency, and exceptional time management skills through timely responses and resolutions for clients.

## **5. Exemplifies Personal Integrity and Self-awareness**

- Ability to understand and operate within the mission, vision and values of the Department.

## **6. Communicates and Influences Effectively**

- Well- developed communication and collaborative skills with proven ability to liaise with a variety of individuals.

## **DESIRABLE**

### **1. Other skills, experience and knowledge desirable in the role**

- Diploma in hospitality management or related hospitality discipline would be an advantage, but not essential.

### **2. Other skills, experience and knowledge desirable in the role**

- First Aid Certificate

## **ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS**

### **SPECIAL CONDITIONS**

- ACT operates in a 7 day a week environment and there may be the requirement to work weekends and after normal business hours.

### **APPOINTMENT IS SUBJECT TO**

100 Point identification check

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months);

Approved Unrestricted Manager's Licence and RSA.

## TRAINING

- Complete induction within three months of commencement.
- Complete Cultural Awareness training within 3 months of commencement.
- Complete Accountable and Ethical Decision Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

### Corporate Executive Representative Signature

---

Date

Click or tap to enter a date.

*I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.*

### Employee Signature

---

Date

Click or tap to enter a date.

## ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022 when the Arts and Culture Trust Act 2021 was proclaimed, replacing the Perth Theatre Trust (PTT).

The ACT will continue to manage the theatres formerly managed by PTT:

- His Majesty's Theatre
- Subiaco Arts Centre
- The State Theatre Centre of Western Australia
- The Albany Entertainment Centre

The new authority will oversee all types of art and cultural assets other than just theatres, and apply a State-wide lens to engagement, business activities and presentation of productions for the arts and the community.

ORGANISATION	MISSION	VISION	VALUES
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service