



## ARTS AND CULTURE TRUST

### JOB DESCRIPTION FORM

#### POSITION DETAILS

<b>Position Title</b>	Catering Coordinator AEC
<b>Position Number</b>	19987
<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>	Catering
<b>Branch/Section</b>	Hospitality
<b>Physical Location</b>	Albany Entertainment Centre
<b>Effective Date</b>	11/01/2018
<b>Employment Type</b>	Casual
<b>Employment Status</b>	Full time

#### REPORTING RELATIONSHIPS

##### POSITION REPORTS TO

Head Chef	Number	Award Level 9
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##### POSITIONS REPORTING TO THIS POSITION

Catering Attendant Staff
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#### PURPOSE OF THE POSITION

To oversee the daily service operations of VIEW Restaurant and front of house (FOH) bars at Albany Entertainment Centre (AEC). In addition this position is responsible for wage cost control, ordering stock and rostering catering attendant staff. Along with working effectively with other staff members, ushers, front of house and all management.

## DUTIES OF THE POSITION

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

1. Supervise, train and lead all catering attendants.
2. Roster all catering staff for weekly operational catering needs at AEC including temp staff as required.
3. Approve and submit all casual F&B timesheets.
4. Reconcile all cash and beverage stock within the view restaurant and bar catering operations at AEC.
5. Liaise with function organisers during event.
6. Set up function room furniture as required.
7. Order catering stock as required to meet operational needs.
8. Monthly and end of financial year stocktake and reconciliation.
9. Maintain a safe workplace through an understanding of occupational safety and health.
10. Prepare performance riders as requested.
11. Prepare and print F&B menus and signage.
12. Ensure adequate catering staff levels are maintained for operational needs including booking temp staff as required.
13. Attend regular staff meetings.
14. Point of Sales (POS) programming and communication with POS support contractor.
15. Understanding of emergency evacuation procedures and brief staff and clients as required.
16. Liaise with other AEC Departments.
17. Report maintenance issues.
18. Manage and launder catering linen.
19. 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 2 years of experience in Venue Operations, preferably in event and hospitality industry.

## 2. Shapes and Manages Strategy

- Demonstrated experience in providing the highest quality customer service and ability to respond quickly to any client queries and resolve any client concerns.

## 3. Achieves Results

- Ability to demonstrate initiative, efficiency, and exceptional time management skills.

## 4. Builds Productive Relationships

- Experience in managing staff

## 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

- Highly proficient in the Microsoft suite (including Outlook, Word and Excel).

## DESIRABLE

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

- Certification/Diploma in hospitality management or related hospitality discipline.
- Familiarity with incident management protocols and OSH guidelines.
- RSA and approved managers certification.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### SPECIAL CONDITIONS

- Flexible work hours required per demand
- Hold an approved Managers certificate and RSA
- The ACT is a 7 day a week operating environment, there may be some 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).

### TRAINING

- Complete induction within three 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**

Enter text.

Date

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

Enter text.

Date

Enter a date.

## ABOUT THE ARTS AND CULTURE TRUST

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

ACT delivers cultural and performing arts experiences across a range of significant WA venues and precincts including:

- His Majesty's Theatre
- Perth Concert Hall
- Subiaco Arts Centre
- State Theatre Centre of Western Australia
- Albany Entertainment Centre
- Perth Cultural Centre
- Goldfields Art Centre

VISION	PURPOSE	PILLARS	VALUES
To inspire, welcome and connect people through performing arts and cultural experiences throughout the State	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces	Present Engage Sustain	Safety Courage and Creativity Collective Achievement Respect Accountability