

## HOSPITALITY ASSISTANT POSITION DESCRIPTION

### POSITION DESCRIPTION

<b>REPORTS TO</b>	Principal Director of Human Resources and Strategic Operations
<b>DIRECT REPORTS</b>	
<b>KEY RELATIONSHIPS</b>	Staff
<b>PURPOSE</b>	The Hospitality Assistant is responsible for the preparation and delivery of meals, maintaining a clean and safe kitchen and dining environment. This position requires excellent communication skills, an understanding of food safety standards, and the ability to work well with a team.
<b>ENVIRONMENT</b>	This is a casual position Commencing 22 April 2025 Concluding 4 July 2025

### KEY AREAS OF RESPONSIBILITY

- **Food Preparation:** Organise and order food required for meetings and events, assemble the food and prepare water, tea and coffee stations.
- **Food Service:** Assist in serving/ delivering of food for meetings and events as well as the pack up and cleaning.
- **Stock Management:** Shop for food supplies. Keep an inventory of food supplies, ensuring stock is rotated and used efficiently.
- **Cleaning and Maintenance:** Perform routine cleaning duties in the Principal's and Principal's Assistant offices and other common Mansion areas.
- **Laundry Services:** Assist in washing, drying, and folding linen, towels, or other materials as required.
- **Support Special Events:** Assist with preparing and cleaning up after special school events or activities.
- **Safety and Compliance:** Ensure that all cleaning tasks are performed in compliance with school safety standards and regulations.

### VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities

<b>Communication</b>	Communicates effectively, especially with adults
<b>School standards</b>	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
<b>Business outcomes</b>	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
<b>Productivity</b>	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
<b>Continuous improvement</b>	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
<b>Planning</b>	Demonstrates organisational skills Develops project plans with clear process and outcome

## TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Hospitality Experience would be an advantage
- An understanding of the Lowther Hall context
- An appropriate undergraduate study/qualification
- A current and appropriate WWCC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

## PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude



## POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

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Incumbent Name

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Incumbent Signature

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Date

