

PI Operations Pty Ltd

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Position Profile			
Position Title	Casual Catering Assistant		
Reporting To	Catering Assistant Supervisor		
Direct Reports	Nil		
Location	Phillip Island Grand Prix Circuit		
Business Unit	Catering	Cost Centre	15439

Position Summary
To assist the Catering Department in delivering high quality food and beverages to the Phillip Island Circuit and Visitor Centre, including the smooth running of the catering operations. Work collaboratively with team members to ensure that patrons receive a high level of customer service, satisfaction and enjoyment at the venue.

Key Accountabilities	
Catering Operations	<ul style="list-style-type: none">• Provide excellent customer service• Proficiency in cash handling, EFTPOS use and Point of Sale systems• Barista operations• Preparation and cooking of food if required• Corporate hospitality• Ensure the rotation of stock• Operate within statutory food, health and alcohol requirements• Ensuring all food is presented to the highest possible standard• Demonstrate a friendly, professional and customer focused approach• Assist with the cleanliness and cleaning of catering facilities• Be well groomed and in appropriate Catering attire• Other duties as required

Safety	<ul style="list-style-type: none"> • Adhering to all safe working policies/procedures in accordance with instructions • Taking reasonable care of themselves and others who may be affected by their actions • Ensuring they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work
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Education, Qualifications & Experience	
Education	<ul style="list-style-type: none"> • Currently undertaking or successful completion of secondary education
Qualifications	<ul style="list-style-type: none"> • Current Food handling Certificate * • Current Responsible Servicing of Alcohol (RSA) * • Barista Course is desirable <p>* Suitable training will be provided where qualifications are not held</p>
Experience & Attributes	<ul style="list-style-type: none"> • Excellent verbal and time management skills • Previous experience in a customer service and/or corporate role • Previous cooking experience is desirable • Proficiency in POS systems and EFTPOS • A strong work ethic and passionate about your trade • Ability to work under pressure in a team environment • Maintain a high standard of personal presentation

Organisational Structure

