

POSITION SUMMARY

BMEC CASUAL BAR ATTENDANT (400)

Directorate	Cultural and Community Services
Section	Bathurst Memorial Entertainment Centre
Classification	Band 1, Level 3, Grade 3
Position Status	Casual
Hourly Rate	\$30.52 (+ penalty rates when applicable)
Reports to	Front of House Supervisor
Direct Reports	Nil
Work Location	Bathurst Memorial Entertainment Centre

Position Purpose

- To facilitate the smooth running of bar, waiting and general hospitality services at the Bathurst Memorial Entertainment Centre

Key Responsibilities

- Set up, service and pack down of all hospitality aspects of events at the Bathurst Memorial Entertainment Centre

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- NSW Office of Liquor, Gambling and Racing approved Responsible Service of Alcohol certification (RSA)
- Previous bar/hospitality experience
- High level customer service skills
- Ability to work well in a team environment
- Preparedness to undertake repetitive physical labour in the set up and break down of events
- A pleasant, courteous manner and neat professional appearance
- Experience with cash transactions
- Ability to work flexible hours (including but not limited to nights, weekends, during School / Uni holidays and Public Holidays)

Desirable

- Customer Service training
- Staff management skills

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- Casual hours as required
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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