

# POSITION SUMMARY

## BMEC CASUAL BAR ATTENDANT (400)

<b>Directorate</b>	Cultural and Community Services
<b>Section</b>	Bathurst Memorial Entertainment Centre
<b>Classification</b>	Band 1, Level 3, Grade 3
<b>Position Status</b>	Casual
<b>Hourly Rate</b>	\$33.18
<b>Reports to</b>	Front of House Supervisor
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Bathurst Memorial Entertainment Centre

### Position Purpose

The Casual Bar Attendant plays a key role in the delivery of customer service and a positive experience for patrons of BMEC.

The Casual Bar Attendant is responsible for facilitating the smooth running of the bar, waiting at events and general hospitality services at the Bathurst Memorial Entertainment Centre

Events include theatre performances, concerts, conferences, special events, festivals and other arts activities.

### Key Responsibilities

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

### Selection Criteria

#### Essential

- Responsible Service of Alcohol certification (RSA)
- Previous bar/hospitality experience
- High level customer service skills
- Ability to work well in a team environment
- Money handling experience
- Ability to work flexible hours (including but not limited to nights, weekends, during School / Uni holidays and Public Holidays)

**Desirable**

- Customer Service training
- Current First Aid Qualifications

**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 11% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.