## Position Description: Trainee House Person (Casual)

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

**The role of the Trainee House Person is to be the main support to The House Person and The Function Coordinator, to provide all day to day house keeping, room set up and customer service duties at The Holroyd Centre. The Trainee House Person will be trained to provide outcomes as per The House Person**

**KEY DUTIES AND RESPONSIBILITIES ARE TO LEARN To,**

* Provide customer service
* Set rooms as per enterprise requirements
* Provide waiter/waitress service at events
* Operate bar and provide responsible service of alcohol
* Receive and store stock
* Clean venue as directed
* Receive and store stock
* Wash polish and store cutlery and crockery
* Answer telephones and process minor clerical and financial transactions

***Child Safe Organisation***

* Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

***Fraud and Corruption Prevention***

* Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council’s Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

**Work Health & Safety**

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

**ORGANISATION STRUCTURE**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

***Essential***

* **Ability to work in team environment**
* **Ability to commit to and engage in Learning as required by The Trainee Outline**

***Desirable***

* **Demonstrated knowledge of the Local Government environment.**
* **Barista Experience**
* **Drivers Licence**
* **Responsible service of alcohol certificate**
* **Food handlers certificate**

***Employment Screening Required***

* Qualifications verification
* Licence Check if driving Council vehicles
* Working With Children’s Check
* Police Check
* Financial Checks

|  |  |
| --- | --- |
| **Position & Est Number** | CC 600 |
| **Classification** | T1 ( Dependant upon Age) |
| **Job Function Group:** |  |
| **Reports to:** | **Function Co-Ordinator – Holroyd Centre** |
| **Staff Reporting Responsibilities:** | Nil |
| **Budget Responsibility:** | Nil |

Date:

Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Insert Employee Name] Employee signature