

PI Operations Pty Ltd

A.B.N 62 108 623 463
RMB 500GP
Back Beach Road
Cowes Victoria 3922



Position Profile	
Position Title	CATERING ASSISTANT
Reporting To	Catering Manager
Direct Reports	N/A
Location	Phillip Island Grand Prix Circuit
Employment Status	Permanent Full-Time

The Role

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, satisfactions and enjoyment at the venue.

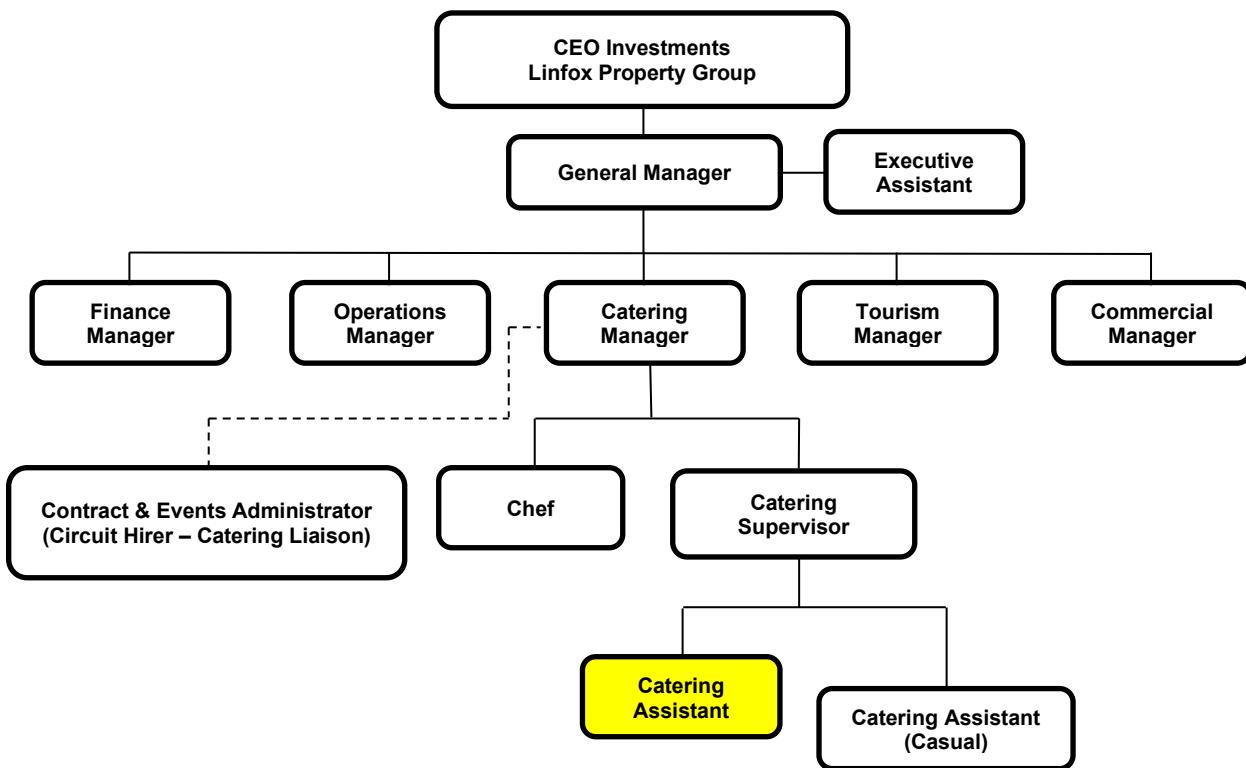
The hours of work will be according to requirements of the position including weekends and public holidays and functions as required.

Key Responsibilities

Catering Operations	<ul style="list-style-type: none">Provide excellent customer serviceProficiency in cash handling, EFTPOS use and Point of Sale systemsBarista operationsCorporate hospitalityEnsure the rotation of stockOperate within statutory food, health and alcohol requirementsEnsuring all food is presented to the highest possible standardDemonstrate a friendly, professional and customer focused approachAssist with the cleanliness and cleaning of catering facilitiesBe well groomed and in appropriate Catering attireOther duties as required
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Education & Experience	
Education and Qualifications	<ul style="list-style-type: none"> • Currently undertaking or successful completion of secondary education • Current Food handling Certificate * • Current Responsible Servicing of Alcohol (RSA) * • Barista Course is desirable <p>*Preferred but not essential, training will be provided where required</p>
Experience	<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



ACKNOWLEDGEMENT OF POSITION PROFILE

Employee Name: _____

Employee Sign: _____ Date: _____ / _____ / _____

Manager Sign: _____ Date: ____ / ____ / ____