

# PI Operations Pty Ltd

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



## Position Profile

<b>Position Title</b>	CATERING ASSISTANT
<b>Reporting To</b>	Catering Manager
<b>Direct Reports</b>	N/A
<b>Location</b>	Phillip Island Grand Prix Circuit
<b>Employment Status</b>	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.

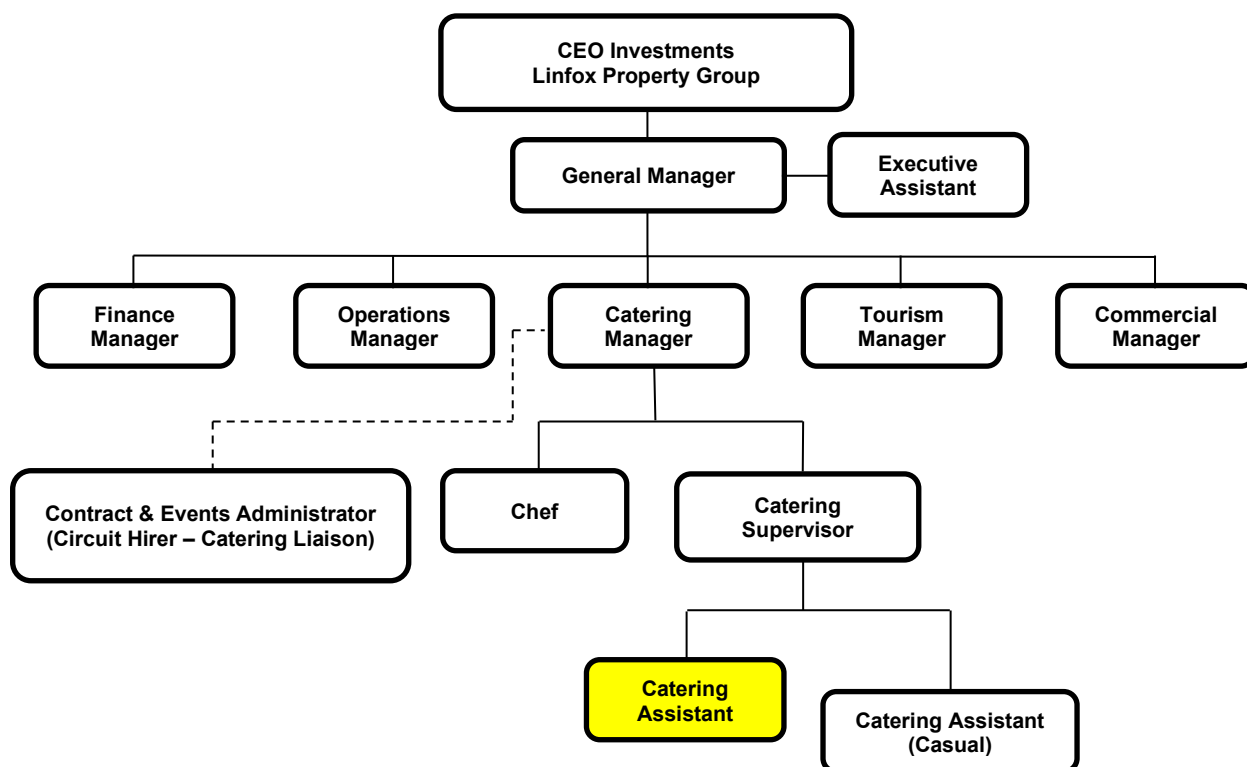
## Key Responsibilities

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

Education and Qualifications	<ul style="list-style-type: none"> <li>• Currently undertaking or successful completion of secondary education</li> <li>• Current Food handling Certificate *</li> <li>• Current Responsible Servicing of Alcohol (RSA) *</li> <li>• Barista Course is desirable</li> </ul> <p>*Preferred but not essential, training will be provided where required</p>
Experience	<ul style="list-style-type: none"> <li>• Excellent verbal and time management skills</li> <li>• Previous experience in a customer service and/or corporate role</li> <li>• Previous cooking experience is desirable</li> <li>• Proficiency in POS systems and EFTPOS</li> <li>• A strong work ethic and passionate about your trade</li> <li>• Ability to work under pressure in a team environment</li> <li>• Maintain a high standard of personal presentation</li> </ul>

## Organisational Structure



## ACKNOWLEDGEMENT OF POSITION PROFILE

Employee Name: \_\_\_\_\_

Employee Sign: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Sign: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_