



GOVERNMENT HOUSE
QUEENSLAND
OFFICE OF THE GOVERNOR
POSITION DESCRIPTION

POSITION DESCRIPTION

Designation:	Casual Wait Staff
Location:	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
Postal Address:	Office of the Governor GPO Box 434 BRISBANE QLD 4001
Term:	Casual
Date of Review:	December 2014

PURPOSE OF THE POSITION

To assist the highly professional hospitality team in the provision of table service, function tray service and domestic duties from time to time.

EXPERIENCE

Previous experience within the Hospitality Industry is highly desirable. A certificate in Responsible service of Alcohol is mandatory.

PRINCIPLE RESPONSIBILITIES

- Provide various styles of food and beverage service,
- Assist in the maintenance of Government House and associated buildings in a clean and tidy state befitting that of a Vice-Regal establishment,
- Maintain all polished surfaces including: timber, ceramic, glass, stone, silver, brass and stainless steel,

- Perform such other duties as may from time to time be assigned including the setup and breakdown of functions.

EXPERIENCE

- Previous experience as a Housekeeper and or Wait Steward in a prestigious or comparable site, service in a hospitality environment with a commitment to superior service.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of table settings and service,
- Proven experience and knowledge of the various styles of food & beverage service.
- Proven knowledge of domestic cleaning products and their application.
- Working knowledge of workplace health and safety requirements, hygiene and safe-practice work routines.

HOW TO APPLY

To apply, you are required to send a copy of your CV to the Hospitality Services Manager, Office of the Governor, GPO Box 434, BRISBANE QLD 4001 or by email to govhouse@govhouse.qld.gov.au.

As a minimum, your application should include:

- A brief *covering letter* including your name, address and telephone number.
- *Resume* or curriculum vitae which may include an outline of your work experience, positions held, periods of employment, details of major responsibilities and achievements, duties performed, education, training or development undertaken and any relevant qualifications.
- Details of at least three *referees* including the referee's name, title, address and telephone number.
- Copies of your *qualifications and/or written references*, where relevant.

Applicants will be subject to a Police criminal history check.

All information submitted by an applicant for this position is subject to the Freedom of Information Act 1992 (the Act). As a result, information submitted by the successful applicant may be released under the Act if requested.

CONTACT DETAILS

For more information about this position contact the Hospitality Services Manager, on 07 3858 5700 during business hours.