



GOVERNMENT HOUSE  
QUEENSLAND

## POSITION DESCRIPTION

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<b>Designation:</b>	Casual Steward
<b>Location:</b>	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
<b>Postal Address:</b>	Office of the Governor GPO Box 434 BRISBANE QLD 4001
<b>Classification:</b>	Operational Stream OO2 (equivalent)
<b>Term:</b>	<b>Casual</b> appointment – initially for one year (subject to a security check).
<b>Reports to:</b>	Senior Steward
<b>Date of Review:</b>	September 2020

### ORGANISATIONAL ENVIRONMENT

The Office of the Governor exists to provide executive, personal, administrative and logistic support to the Governor and to manage the Government House Estate. This support enables the Governor to exercise his or her statutory and constitutional, official and ceremonial, and civic and community duties of office.

The Office of the Governor comprises an Executive and Corporate area and three functional areas: Strategic Program and Protocol, Facilities & Operations, and Hospitality. The functional areas are overseen by the Deputy Official Secretary (DOS) who is responsible to the Official Secretary (OS) for the operations of Government House and the delivery of the Governor's program. The Office has a number of matrix management structures that enable effective delivery of the Governor's program, principal amongst them is the Executive Management Group (EMG) comprising OS, DOS and Chief Financial Officer (CFGO).

The Official Secretary is the Chief Executive and Accountable Officer for the Office of the Governor and principal advisor to the Governor on constitutional, ceremonial and community duties.

An employee joining this environment acknowledges and agrees that the employee's duties will be undertaken within a unique environment and that it is an inherent requirement of the engagement that the employee must have and maintain the trust and confidence of the Official Secretary at all times.

#### **PURPOSE OF THE POSITION**

The Casual Steward assists in the provision of hospitality services that typically include function tray service, table service and may additionally include basic cleaning & housekeeping duties.

#### **SUPERVISORY RESPONSIBILITIES**

Nil

#### **DELEGATIONS AND AUTHORITY**

Nil.

#### **DUTIES**

Working on a casual basis as a steward/waiter to support the Governor, his/her Spouse and the Office of the Governor including:

- Food service including basic 'Silver Service' to the Governor, Governor's Spouse and guests at receptions, functions and dinners.
- Beverage service including the service of drinks from silver trays, service of after dinner drinks & wines and the preparation of barista quality coffee.
- Undertake basic housekeeping and general cleaning of Government House and associated buildings across the Government House Estate.
- Assist in completing duties as a general hand in the kitchen.
- Participate in any Office of the Governor training and development activities specific to the position.
- As required, perform any other duties that are reasonable and lawful as directed.

#### **SELECTION CRITERIA**

**SC1** Relevant experience and knowledge in high- quality food and beverage service, preferably in a comparable prestigious or five-star establishment.

**SC2** The ability to complete physically demanding duties such as carrying a silver tray of beverages or the set-up of function areas involving the movement of furniture.

**SC3** Effective interpersonal and communication skills, including an understanding of protocol, social customs and etiquette when dealing with dignitaries, guests, visitors and staff.

**SC4** High standards of personal and professional grooming, cleanliness and hygiene.

**SC5** Experience and knowledge in housekeeping and cleaning is an advantage.

**SC6** A commitment to Workplace Health and Safety.

#### HOW TO APPLY

To apply, you are required to send a copy of your CV to the Accommodation Services Coordinator, Office of the Governor, GPO Box 434, BRISBANE QLD 4001 or by email to

Email: [govhouse@govhouse.qld.gov.au](mailto:govhouse@govhouse.qld.gov.au)

Your application **MUST** 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.
- **Contact details of at least two referees** including the referee's name, title, address and telephone number.
- **Copies of your qualifications** and/or written references, where relevant.

## **ADDITIONAL INFORMATION**

The Office of the Governor is committed to equal opportunity employment. Applicants must be Permanent Residents or Citizens of Australia.

Selection of a person for appointment with the Office of the Governor will be based on merit. Merit is described as selecting the person who can do the job best. This is determined by the selection panel comparatively assessing a person's job-related qualities against the selection criteria, relative to other applicants.

Applicants will be subject to a Police criminal history check and the successful applicant is required to sign a statement of confidentiality.

A valid Responsible Service of Alcohol qualification is required.

A non-smoking policy operates in the workplace.

## **CONTACT DETAILS**

For more information about this position contact Mr Phillip Hale, Accommodation Services Co-ordinator (07) 3858 5732.