



POSITION DETAILS

Position Title:	Procurement & Food Services Manager
Job Type:	Administration & Management
Hours of work	30.4 hours per week, normally Monday to Friday
Reports to:	Operations Manager
Award	Educational Services (Post-Secondary Education) Award 2020 - <i>General Staff 5</i>
Date of appointment	May 2024

POSITION REQUIREMENTS

1. QUALIFICATIONS

- Certificate IV or higher in a business-related field or equivalent experience
- Food safety supervisors certificate or working towards
- Must hold a current working with Children's Check
- Role is subject to a police check prior to appointment

2. PERSONAL ATTRIBUTES

- Promote the Christian character and ethos of our clients
- High standard of personal presentation
- High level of computer literacy
- Commitment to continuous improvement, responsiveness to feedback and flexible to change
- Excellent written and verbal communication
- Excellent interpersonal skills with all stakeholders
- Self-motivated able to understand requirements quickly and work efficiently
- Attention to detail
- Able to work in a cooperative manner and be flexible with changing needs
- Able to execute tasks in an efficient manner
- Able to resolve conflict situations



RTC Support Services

Position Description

3. MAIN DUTIES

A = Accountable D = Delegable R = Responsible				
Classification	Task category	A	D	R
Strategy & Planning	Meeting Planning (Catering)			X
	Implementation of Strategic Plans		X	X
	KPI Reporting		X	X
Policies & Procedures	Development and review		X	X
Barkley Hall	Procurement			X
	Food Services/Experience		X	X
	Food Related Projects			X
	Procurement			X
Services Agreements	Implementation of agreements			X
	Foster Genuine Relationships			X
Finance	Reconciliation of Inventory			X
	Processing of inventory			X
	Processing of payments			X
Administrative Support	Reception desk and phone coverage (as delegated)			X
Maintenance	Project Procurement			X
	Cleaning Procurement			X
HR	Onboarding and induction			X
	Counselling & disciplinary processes			X
	Employee Management	X		X
Procurement	Adequate inventory levels are maintained			X
Events/Catering	Catering Management		X	X
	Catering Procurement			X
	Organising of third-party contractors			X
	Communication with Clients			X
	Communication with Contractors/Suppliers			X
	OH&S (Food & Beverage) Compliance		X	X
	Develop Genuine Relationships			X
Menu costings			X	



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(A) OH&S

Take reasonable care for their own health and safety

Take reasonable care for the health and safety of others who may be affected by their acts or omissions

Cooperate with anything the employer does to comply with OHS requirements

Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace for OHS

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Employee Signature

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Date

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Employer Signature

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Date