



POSITION DESCRIPTION

POSITION: GUEST SERVICE ATTENDANT

LOCATION: MANSFIELD GOLF CLUB

REPORTS TO: SUPERVISOR/DUTY MANAGER

**As per the Registered and Licensed Clubs Award 2010 Level 2:
Guest Service Attendant Grade 2**

KEY RESPONSIBILITIES

1. Undertaking the primary responsibilities of operating the club's courtesy bus. This is to include picking up and dropping off guests from the club to their place of residence or accommodation
2. To follow all Transport Safety Victoria (TSV) guidelines in relation to the safe driving of the courtesy bus, ensuring adherence to the standards set out by TSV
3. Undertaking general waiting duties of both food and/or beverage including wiping down and setting of tables and removing food plates.
4. General cleaning of tables, picking up empty glasses, empty ashtrays/receptacles in the external smoking areas
5. Cleaning and tidying of associated areas.
6. Other duties as directed by the supervisor.

TERMS AND CONDITIONS OF EMPLOYMENT

- 1. Compliance at all time with:
 - 1.1. Health & Safety requirements in accordance with the relevant Legislation and the club O.H. & S policies
 - 1.2. Liquor Licensing Victoria and the industry Code of Practice at all times
 - 1.3 TSV bus transport rules and regulations as a driver
 - 1.4.Ensure member comfort and satisfaction is paramount at all times
 - 1.5. Compliance with the rules, by laws, and club policies as published from time to time.

Maintain a current, Full Victorian Adult Car Drivers License with a good driving record.

Appearance, dress and general behaviour will be in keeping with the required standards of the Club

No gambling, drinking of alcohol or smoking is allowed whilst on duty

Acknowledged and understood by Employee:

Employee Name.....

Employee Signature.....Date.....