

Job Profile

Job Profile Name:	Hospitality Assistant
Job Code:	CADB-00009
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Performs setup, cleaning and take down of classroom, meeting rooms and lounge for seminars and meal related events.
2. Prepares refreshments and catered items for meals as required. May follow up with catering vendors.
3. Performs general kitchen maintenance duties including dishes, fridges, dishwashers, counters, coffee equipment, trollies and storage areas.
4. Restocks kitchen inventory and rotates stock.
5. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work