

Position Titles:	Hospitality Services Assistant
Job Type:	Casual
Region:	Mackay, Queensland
Facility:	Mater Private Hospital Mackay
Closing Date:	Open until filled
Salary:	Level 1 Hospitality

MH&ACCQL – Hospitality and Services – Enterprise Agreement 2014 - 2016

Currently attracting a minimum casual hourly rate range of **\$28.02** to **\$31.84**, exclusive of superannuation and penalties. Applicable rate is commensurate with experience. Junior rates apply for successful candidates under the age of 19.

Enquiries Contact:	Recruitment
Email:	Employment-CQ@mater.org.au

About the role

As a valued member of the Hospitality Services team you will contribute to the delivery of effective cleaning and hygiene services to delegated areas of the Hospital as well as prepare, assemble, and deliver patient meals.

What you'll be doing

Hospitality Services Assistant responsibilities include, but are not limited to:

- Regenerate and/or heat required food in accordance with food safety principles, facility Policy and Procedure and manufacturer guidelines
- Ensure all food is stored in accordance with food safety guidelines and facility policy and procedure.
- Prepare and deliver food for functions when required.
- Orientate employees to the food preparation areas and practices of the food services as required.
- Work on the tray assembly lines when required.
- Prepare and clear function rooms as required.
- Accept and respond to telephone requests for meals and beverages to patient care areas as soon as possible

- Ensure all equipment is utilised in accordance with manufacturer requirements and faults are reported in a timely manner.
- Operate cleaning and other associated equipment and materials in accordance with the manufacturer and/or supplier guidelines
- Assist in ensuring that cleaning and other associated equipment is functional at all times.
- Clean permanent structures, fixtures, equipment and non-fixtures as required in accordance with delegated directives of an appropriate authority and facility policies and procedures.
- Apply appropriate risk management principles and practices when carrying out duties (e.g. placing of caution signs, removal of electrical cords).
- Removal of waste, linen and other matter from designated cleaning areas as required.

About you

You will ideally have housekeeping and/or food services in a hotel or hospitality services work environment.

Other features for all positions include:

- Ability to work as a member of a multi-disciplinary team that understands that task completion impacts team deadline success;
- Being able to manage your time effectively to meet deadlines and recognise priority tasks;
- Be proactive and involved to ensure positive outcomes and foster a sense of engagement with patients, care givers, clinical teams and/or colleagues; whatever the case may be; and
- Digital and computer proficiency to complete online applicable learning and career development modules.

Other information

- Mater has a mandatory COVID-19 vaccination policy and is a condition of employment. It is a requirement of this role that you will have received at least one dose prior to commencement and demonstrate a commitment to continue your vaccination pathway. Please note proof of vaccination (MyGov Medicare Vaccination Certificate or Medical Certificate) will be required as a pre-commencement requirement.
- Candidates must be an Australian Citizen, Australian Permanent Resident or have a working Visa with no restrictions to be eligible to apply.
- You must be open to supporting the Hospitality team by undertaking any assigned task/job as required within your scope of expertise.
- Must be able to be flexible with work times. Day, afternoon, and night shifts are a feature of these positions across a 7 day week. Service delivery hours are performed within a 21 hour range commencing from 5am.