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## POSITION DESCRIPTION

Position Title	<b>JUNIOR CANTEEN ASSISTANT</b>
Employment Status	<b>CASUAL</b>
Closing Date	<b>WEDNESDAY 26<sup>th</sup> OCTOBER 2017</b>
Reports To	<b>CANTEEN SUPERVISOR</b>

### OVERVIEW OF BASKETBALL GEELONG

*“Basketball Geelong exists to foster basketball in the Geelong and district community, to oversee the conduct of the sport and to enable the participation and development of players, clubs and officials of all abilities.”*

### POSITION SUMMARY

As a Junior Canteen Assistant you will work under the nightly Canteen Supervisor and assist with duties relevant and required.

The Junior Canteen Assistant will promote Basketball Geelong in a positive image and its values.

Junior Canteen Assistants will maintain a broad knowledge of Basketball Geelong programs and services whilst at the same time managing the following functions whilst on shift along with the Canteen Supervisor: Customer service, money handling, cleaning canteen and foyer area, maintaining food hygiene at all times.

### AUTHORITY / ACCOUNTABILITY

The Canteen Supervisor will be in charge of the Junior Canteen Assistant at all times and any issues or incidents within the area should be reported to this person from the Junior Canteen Assistant at all times.

### DUTIES & RESPONSIBILITIES

- Provide exceptional customer service at all times
- Be professionally presented at all times (this includes wearing appropriate uniform)
- Assist selling all game tickets to customers from canteen promoting sales of products at point of sale
- Provide feedback to Canteen Supervisor regarding any issues or incidents during shifts
- Refer customer complaints and requests to Venue Supervisor
- Maintain a working knowledge and understanding of the facilities Emergency Action Plan.
- Recognise cleanliness issues and act accordingly
- Read and keep up to date with communications, manuals and memos that are relevant to your position
- When requested perform additional duties during shifts in support of the Competitions & Elite Teams Manager.
- Work cohesively and cooperatively with Canteen Supervisor, Venue Supervisor & Referee Supervisor

## CONDITIONS OF EMPLOYMENT

This position is only open to persons aged between 14 – 17 Years old.

The successful applicant will require a food handler's certificate (or willingness to obtain).

This position is a paid position.

## APPLICATION PROCESS

All applicants must provide a current CV and a cover letter covering the following questions:

1. Why do you want to work for Basketball Geelong?
2. What nights of the week and/or weekends are you available for work and what hours?
3. What would be your biggest asset that you would bring to Basketball Geelong?

Apply to: **Sarah Monck via email: [sarah@basketballgeelong.com.au](mailto:sarah@basketballgeelong.com.au)**

Closing Date: **Wednesday 26<sup>th</sup> October 2017**

Position **Competitions & Elite Teams Manager**

Posted: **Monday 16<sup>th</sup> October 2017**