

Position Description



Position Title	Food and Beverage Control Officer
Position No	00043442
Delegation Level	007
Job Designation	Officer
Organisational Unit	Catering Regional Operations
Work Centre	Bowen Hills
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	Yes
Classification (Range)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	Food and Beverage Ops Off

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To ensure stock will be received, stored, replenished and loaded in a timely, safe and efficient manner for the provisioning of food and beverage to On Board Services long distance trains.

Position Responsibilities

1. Receive, check, store and replenish stock according to On Board Services Food Safety System.
2. Receive orders from the trains, pick stock and load trains according to the train matrix and ensuring that all train orders are ready at least 8 hours in advance of departure and placed in the cold soak.
3. De-provision supplies from all trains and sort stock, returning re-usable stock to the On Board Services Catering Unit.
4. Comply with all food safety regulations and carry out daily HACCP procedures in order to maintain On Board Services Food Safety Program.
5. Rotate stock on a daily basis and participate in monthly stocktakes.
6. Ensure that all food service equipment is cleaned and stored in accordance with Food Safety Legislation.
7. Maintain daily inspection sheets for plant, equipment and food transport vehicles and operate motor vehicles and forklifts in the performance of their duties.
8. Perform other duties as required by the Manager Catering Operations.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

The appointee may be required to:

Position Description



- Work a 5 in 7 roster.

What is the key selection criteria

1. Substantial level of skill in the management of stock, inventory control and preparation of stock to ensure the timely delivery of quality supplies to the Traveltrains.
2. Substantial knowledge of food safety systems, HACCP monitoring procedures, matrix loading systems and associated manual and computer based systems that maintain these procedures.
3. Substantial level of problem solving and decision making skills.
4. Substantial level of interpersonal, oral and written communication skills and the ability to work harmoniously in a team.
5. Substantial level of skills in manual handling of goods, cleaning procedures and the operation of delivery vehicles in accordance with the Workplace Health and Safety Act.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)
20300291 Nat Drv Lic MR (Qld C2 < 09.04.96)

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 Wunya Induction
40008382 PCI DSS Cardholder Data Security
40006426 Apply Fatigue Management Strategies
40001627 Building Emergency Procedures
00001432 Food Hygiene

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
30000835 Local Induct
40013480 Fraud Awareness Induction
40006537 Rail Safety Awareness

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.