Position Description



Position Title	**Food and Beverage Operations Officer**
Position No	00043440
Delegation Level	006
Job Designation	Food and Beverage Purchasing 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	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager Catering

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

The purpose of this role is to oversee the despatch and provisioning of food and beverage products to the fleet of long distance trains for the On Board Customer Service Division within the Travel and Tourist business.

Position Responsibilities

1. Participate as a member of the Catering Unit leadership team within On Board Customer Service to develop, implement, monitor and review its programme of work to facilitate the delivery of key strategies and objectives of the Catering Unit and On Board Customer Service.
2. Lead and manage the performance of members of the Food and Beverage Despatch team in accordance with Catering Unit business instructions and Queensland Rail's values and behaviours, code of conduct, workplace health and safety and other relevant organisational policies, standards, specifications and procedures.
3. Lead and manage the Food and Beverage Despatch Team to ensure all long distance trains and functions are provisioned with quality food and beverages in a timely, efficient and safe manner.
4. Monitor, analyse, determine and predict levels of stock required on a weekly basis from product usage reports and trends to enable accurate purchasing of supplies.
5. Undertake monthly stock takes of all food and beverage products within On Board Services.
6. Contribute to the daily maintenance of food safety systems and assist in ensuring that workplace health and safety and food safety requirements are adhered to by catering staff, contractors and vendors.
7. Develop effective working relationships with key stakeholders



within the Catering Unit, On Board Customer Service, Travel and Tourist and across Queensland Rail to ensure the highest quality food and beverage options are delivered to the long distance trains and internal catering functions.

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;

What is the key selection criteria

1. High level of leadership and management skills to achieve business and operational outcomes.
2. High level of analytical, problem-solving, investigative and decision-making skills.
3. Substantial level of interpersonal, oral and written communication, negotiation and problem-solving skills in order to liaise with internal and external stakeholders and resolve any problems relating to the timely despatch of goods.
4. Substantial level of skill with computers including Point of Sale (POS), SAP R/3 and stock management systems.
5. Substantial knowledge of storage requirements and stock rotation techniques for dry goods and perishable products.
6. Substantial knowledge of workplace health and safety and food safety requirements and systems.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

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)

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.