

# Position Description



|                          |                                                     |
|--------------------------|-----------------------------------------------------|
| Position Title           | <b>Customer Service Attendant (Relief)</b>          |
| Position No              | 00047687                                            |
| Delegation Level         | 006                                                 |
| Job Designation          | OBCS Cust Serv Attend (Relief)                      |
| Organisational Unit      | Onboard Services - Bundaberg<br>Regional Operations |
| Work Centre              | Bundaberg                                           |
| Position Type            | Permanent                                           |
| Rail Safety Worker       | Yes                                                 |
| Medical Fitness Standard | NHS Cat 4 Other (No Medical Required)               |
| Performance Plan Type    | Team Member - CEMP                                  |
| Shiftworker              | Yes                                                 |
| Classification (Range)   | OS1 .3 - OS1 .3                                     |
| Pay Scale Type           | Cust Serv Cater Emps                                |
| Reports to Position      | Operation Coordinator Wide Bay                      |

## 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

Ensure the needs of customers are met in accordance with Queensland Rail policy and promote goodwill between Queensland Rail and customers.

## Position Responsibilities

1. Undertake general food and beverage delivery duties involving both trolley service and table service.
2. Undertake general cleaning duties.
3. Assist with handling customer luggage.
4. Undertake balancing and banking of monies as required, ensuring all cash handling activities (such as PCI, cash security and associated paperwork) are completed accurately and are compliant with accounting standards.
5. Provide clear communication to the Passenger Service Supervisor and Passenger Services Coordinator if applicable of any operational issues with the delivery of world class customer service.
6. Ensure compliance to all Food Safety and Responsible Service of Alcohol procedures at all times. Non-compliances to be reported in accordance with designated requirements.
7. Actively manage the storage, preparation and cooking of food and beverage items onboard in order to reduce wastage.
8. Actively engage customers whilst providing food and beverage service by upselling products through superior product knowledge and customer interaction.
9. Assist the Passenger Services Supervisor and Passenger Services Coordinator as required.

## Additional Factors

The appointee will be required to :-  
- Comply with Queensland Rail's Code of Conduct;

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- Observe all legal and safety obligations of the organisation;
- Undergo further training;
- Work outside normal hours;
- Work outside normal roster rotations.

The appointee may be required to :-

- Relieve at other depots as required.

## **What is the key selection criteria**

1. Substantial skill in delivering world class customer service.
2. Sound food and beverage service skills.
3. Sound communication skills.
4. Sound skill in working in a harmonious productive team environment.
5. Sound knowledge of the hospitality and tourism industry.
6. Sound cash management skills.
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?:**

00001432 Food Hygiene

40004986 Responsible Serv of Alcohol

## **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.