Position Description



Position Title	**Storeperson**
Position No	00076643
Delegation Level	007
Job Designation	Administrator
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 - CEMP
Shiftworker	Yes 7 Day Worker
Classification (Range)	OS1 .5 - OS1 .5
Pay Scale Type	Cust Serv Off Train
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 undertake general cleaning and store/office duties for On Board Services.

Position Responsibilities

1. Undertake general duties involving food and beverage.
2. Control and receive stock including assessing incoming goods for quality & safety and ensuring best practice in storing goods including stock rotation etc.
3. Assist with the de-provision and provision of supplies for all long distance trains on arrival/departure.
4. Undertake general errand duties as needed.
5. Provide a high quality of customer service.
6. Perform other duties as required by Food and Beverage Officer or Team Leader Catering

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. Sound skill in providing a quality customer service to both internal and external customers.
2. Sound level of skill in the handling of food and beverage.
3. Sound organisational skills to manage a range of different tasks.
4. Sound interpersonal and communication skills.
5. 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
20300281 Nat Drv Lic C (Qld A < 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.