

Position Description



Position Title	Production Coordinator
Position No	00085762
Delegation Level	006
Job Designation	Production Coordinator
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	No
Classification (Range)	OS4 .1 - OS4 .4
Pay Scale Type	Cust Serv Off Train
Reports to Position	Senior Production Chef

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 satisfy our customer's on going requirements by providing effective and efficient leadership in the production kitchen team within a quality environment and co-ordinating human and equipment resources to achieve changing business and customer service needs and objectives.

Position Responsibilities

1. Provide leadership and guidance to staff to achieve business objectives by:-
 - Co-ordinating and promoting quality production outcomes in a kitchen environment;
 - Co-ordinating and promoting quality team development including training;
 - Managing food preparation and production in accordance with Hazard Analysis and Critical Control Point (HACCP) and The Food Safety Act;
 - Manage food costing and budgets.
2. Ensure the provision of a high quality customer service by:-
 - Minimising stock holding and wastage for optimal stock usage;
 - Implementing corrective procedures to ensure customer's satisfaction.
3. Monitor and optimise the quality and efficiency of work practices through focus on quality improvement initiatives.
4. Maintain standards for legal compliance issues relating to:-
 - Workplace Health and Safety (WH&S);
 - Equity;
 - Anti-discrimination;
 - Any other statutory Regulation and standards ie. Trade Practices/ Privacy Act.
5. Ensure continuous improvement measures are adhered to through:-

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- The quality of service within the area;
 - Ensuring organisational procedures are adopted within the area and any necessary complementary procedures are raised with the relevant supervisor.
6. Assist with the formulation of business and sales plans in conjunction with the relevant personnel and assist in the implementation to achieve the desired business outcomes.
 7. Maintain an effective and efficient logistics chain by:-
 - Maximising the profitability (ie. full utilisation of equipment and staff);
 - Ensuring safe, cost effective and efficient use of machinery and equipment occurs by;
 - Providing minor servicing and maintenance to relevant machinery and equipment;
 - Performing daily maintenance checks and reporting necessary repairs (as per manufacturer's instructions).

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 skill in the efficient operation of a high volume kitchen including menu development.
2. Substantial knowledge of the hospitality industry with a focus on customer service and satisfaction.
3. Substantial knowledge of WH&S, HACCP, Food Safety Act, Food Safety Programs and other statutory standards and procedures (ie. People Performance Framework and Environmental policies)
4. Substantial level of interpersonal, negotiation, conflict resolution, analytical, written and oral communication skills.
5. Substantial level of leadership and management skills.
6. Substantial level of skill in maintaining budgets.
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)

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.

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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.