


action
Industrial catering
JOB DESCRIPTION

Position: Administration / Bar Utility (11 hrs)

Site:

Brief:

- To ensure the smooth running of the Village to the clients standards.
- To ensure all contract specifications are met by AIC.
- To ensure all paperwork is correct and completed on time.
- To ensure prompt and friendly service to all Residents and Visitors to site.
- Other duties as directed by the Site requirements.

Reporting to: Village Manager / Assistant Village Manager.

Scope of Duties: Carry out all administrative procedures and duties to AIC and project standards utilizing all systems and resources set in place to fulfill client contract Scope of Works. Note – Start and finish times may fluctuate based on needs of site requirements due to unforeseen circumstances.

Daily Schedule:

0630 - 0700

- Open village office
- Answer resident questions, answer phones
- Liaise with client admin clerk regarding any previous day's events / problems; i.e. no shows, flight manifest queries, etc.
- Update Daily Report

0700 – 0730

Open Wetmess

Service to customers.

Secure all monies / Secure and close Wetmess

0730 – 1200

Prepare daily menu & bain-marie labels for dining room operations.

(10 – 1015)

Break

- Answer any correspondence in conjunction with Site Managers.
- Answer all phone inquiries and pass to relevant people to be dealt with in a timely manner.
- Prepare room keys and paperwork for arriving flights.
- Conduct resident accommodation check-in / check-out utilizing RAS or associated Programs.
- Conduct all administrative duties as required by the needs of the Scope of contract.
- Keys – Collect / Issue, update and report any missing or damaged keys
- Submit stationary orders to Head Office
- Any other daily operational tasks as may be requested by Manager(s).

1200 – 1300

Lunch Break

1230 - 1500

Administrative duties continued as outlined above.

1500 – 1515

Break

1515 – 1700

- Administrative duties continued as outlined above.
- Prepare following day's flight manifests for room utilities (*Sunday-Friday*).
- Daily Manday Report (*All figures to Balance; i.e. B/Forward, Totals, All In / Out Correct*).
- Clean office and remove rubbish as required.

1700 - 1830

Assist with Opening and Closing Wetmess

Serve customers, stock shelves, required cleaning

Guidelines / Responsibilities for Admin Utility

Completed Daily on Site

Accommodation –

- **Manday Register** – *(To balance with Daily Manday Report)*
- **Daily Manday Report** – *(All figures to Balance; i.e. B/Forward, Totals, All In / Out Names and Company info provided, Staffing Breakdown Correct)*

Catering –

- **Catering WLGR** – *(Completed on Truck Day, All \$ Figures must Balance!)*
- **Vendor Invoices / Con Notes / Truck Manifests** – *(Completed on Truck Day)*

All items on Invoice to be checked off if received, Stamped with “Received” and date received.

- **Request for Credit Form** *(As Required on Truck Day “Within 24hrs!”)*

Ensure Inv #, Con Note #, Qty / Price of Individual Items and extended Total \$.

Speak Live to the Vendor or/ Nexus; supply name of Vendor contact and his/her response to resolve issue.

Fax copy of Form along with all relevant evidence (Invoice, Con Note, Manifest) to Vendor / Nexus, Head Office and File Original copy)

Wet Mess –

- **Request for Credit Form** *(As Required on Truck Day “Within 24hrs!”)*

Ensure Inv #, Con Note #, Qty / Price of Individual Items and extended Total \$.

Speak Live to the Vendor or/ Nexus; supply name of Vendor contact and his/her response to resolve issue.

Fax copy of Form along with all relevant evidence (Invoice, Con Note, Manifest) to Vendor / Nexus, Head Office and File Original copy)

- **Vendor Invoices / Con Notes / Truck Manifests** – *(Completed on Truck Day)*

All items on Invoice to be checked off if received, Stamped with “Received” and dated and signed by Manager.

- **Wet mess WLGR**

Personnel –

- Submit flight and accommodation bookings as requested by the project manager.

Submitted Weekly – Via Network Aviation Mailbag “As Per Paperwork Cycle Roster”

- Catering WLGR
- Wet Mess Stocktake / WLGR
- Wet Mess Cash Summary

Submitted End Of Period

- **Gather the documents and or information for end of month reporting** *(In accordance with the Paperwork Cycle Roster)*

***Note – All Original Paperwork sent in mailbag on Network Charter plane or delivered to Head Office when Manager fly back to Perth prior to commencing R&R.**

Other tasks

- Enter hazards in INX system
- Do bar stock with bar person(Sunday am)
- Town run to Leinster (Saturday)
- Print off two copiescamp accommodation list and distribute to muster points prior to going to the bar every evening.

- Send breatho list to Xstrata
- Check email hourly.
- Do a full board check weekly.
- File signature sheet by room number.
- Check accommodation request to ensure there are no double room booking.
- Check flight manifest after departure for add-ons and no shows.
- Answer queries from cleaners about rooms.

I _____ have read and understood the requirements of the
Administration / Bar Utility position.

Employee Name / Signature.....Date.....

Managers Signature.....Date.....

SAMPLE