

Job Description

Position: Relief Village Manager (1 Week) / HSE Coordinator (1 Week)

Site:

Scope of Duties:

- **Accountable for the professional management of the Village Facilities and Services contract (Scope of Works); mess, wetmess, accommodation, offices, pool, gym, cinema, bus driving and flight baggage requirements.**
- **Responsible to be able to perform all Operational and Administrative procedures conducted on site in the running of the Village Complex; i.e. In-Flight Systems, Wetmess Cash Registers, Pool Back flushing and Chemical Testing, Key Cutting, Emergency Sirens.**
- **Responsible to understand all AIC Administrative computer programs for reporting purposes; Excel Forms and Spreadsheets and how they are utilized.**
- **Representation of AIC in a professional and positive manner at all times: promote and contribute to a safe & hygienic work environment; encourage the growth of positive staff morale, instilling co-operation and team building dynamics in the daily operation and conduct of the village.**
- **Responsible for the successful implementation, monitoring and auditing of the AIC Occupational Health & Safety Management Plan (OSHMP) throughout the duration of site activities in accordance with relevant acts and regulations.**
- **HSE / Relief Manager is responsible while on site for completion of all HSE requirements on site and in conjunction with the Village Manager and the HSE Manager in Perth office. Directly responsible to Perth HSE Manager (Daniel Black) for the submission and retention of all required HSE paperwork and documentation on site.**
- **Work in cooperation with client representative(s) to comply with all areas encompassed within the site Environmental Management Plan.**
- **Provide nutritionally healthy, appetizing and well presented food menu prepared in accordance with Australian Safe Food Standards and national Health and Hygiene regulations and ensure the menu is adhered to as per requirements of agreed Cycle Menu and control food costs as outlined in agreed catering budgets.**
- **To ensure prompt and friendly service to all residents and visitors to Cosmos Village.**
- **Accurate completion and submission of all required internal / external AIC documents and reports as outlined in the Paperwork Cycle Roster or as deemed required by Perth office.**
- **Accountable for the operation of the Wet Mess in accordance with current West Australian Liquor License Directives. Accountable for the security, recording and safe keeping of all monies and stock within wetmess.**

Reporting to: Village Manager
HSE Manager (Perth Office)
Operations Manager (Perth Office)
Company Director (Perth Office)

Daily Schedule – Relief Managers Role :

06:00 – 09:15

- Inspect Breakfast Meal prior to service; menu accuracy, sample taste food, presentation, condiments, kitchen & dining areas for cleanliness, personnel uniforms, temp checks, general safety, maintenance issues, hygiene issues. Address and rectify any issues of concern prior to doors opening for service.
- Give Room Utilities daily room cleaning and special assignments as may be required.
- Conduct a daily pre-start meeting with all staff at a designated time; i.e. check that uniforms are neat and tidy, personal hygiene, health issues.
- Conduct a daily meeting with Head Chef; addressing any issues or concerns, catering Requirements, special circumstances, etc.
- Conduct a daily meeting with HSE / Relief Manager (when on site) to prioritize any safety concerns and submission requirements.

- Confirm with admin clerk that all accommodation and Daily Reports are accurate prior to client submission.
- Confirm with admin clerk that all incoming accommodation and flight requests are received and accommodation available.

09:15 – 12:00

- Inspect village and all surrounding areas for cleanliness and follow-up actions which may be required.
- Check site complex cleaning at Administration; focus particular attention in main reception area and managers offices.
- Check site complex cleaning at site offices.
- Check Site cleaning at airport complex and ablutions.
- Conduct any office paperwork required; i.e. accommodation, daily / weekly reports, orders, etc.
- Inspect Lunch Meal prior to service; menu accuracy, sample taste food, presentation, condiments, kitchen & dining areas for cleanliness, personnel uniforms, temp checks, general safety, maintenance issues, hygiene issues. Address and rectify any issues of concern prior to doors opening for service.

1200 – 13:00 Break

1230 – 1800

- Conduct any office paperwork as may be required
- Liaise with client representative personally or via phone call at least once daily
- Deliver / collect any paperwork from Xstrata Admin; Daily Reports, WLGR's, etc.
- Inspect all mess storage facilities for cleanliness, organization, stock levels, etc.
- Inspect Wet Mess at opening; clean and tidy, personnel uniforms, sufficient change / phone cards available.
- Inspect Dinner Meal prior to service; menu accuracy, sample taste food, presentation, condiments, kitchen & dining areas for cleanliness, personnel uniforms, temp checks, general safety, maintenance issues, hygiene issues. Address and rectify any issues of concern prior to doors opening for service.

Daily Schedule – HSE Coordinator Role (When Village Manager is on Site) :

07:00 – 09:15

- Plan and organize all staff training requirements for the day; Xstrata / Village Inductions, On the job Training (OJT)
- Conduct Daily Pre-starts in conjunction with Village Manager

09:15 – 12:00

- Complete any Incident Reports and forward to the HSE Manager (Perth office)
- Conduct daily Safety Inspection of village and all surrounding areas and follow-up actions, which may be required.
- Conduct daily Safety Equipment checks
- Complete daily safety check of village recycling equipment and procedures.
- Safety Inspection of Lunch Meal prior to service; kitchen & dining areas for general health, safety and hygiene practices, personnel, Food temp checks and storage procedures, maintenance issues.
- Address and rectify any issues of concerns and record in appropriate logs.

1200 – 13:00 Break

1300 – 1900

- Update Training Matrix and send at the end of every month to the Perth HSE Manager
- Conduct staff training as necessary
- Develop training plans with focus on eliminating staff harm and minimising hazards
- Develop, update and review Job Hazard Analysis (JHA) and Safe Work Procedures (SWP) as may be required
- Complete weekly HSE report and follow up action plans for close-out
- Complete safety and environmental check of village rubbish tip.
- Liaise with client safety representative personally or via phone call at least twice per week
- Conduct Safety Inspection of all mess storage facilities for cleanliness, organization, stock levels, etc.

Relief Manager Role - General Daily Duties:

- Village Office Hours are 06.30am to 18.30pm daily and is to be manned accordingly
- Admin Utility to complete all Daily Reports for client submission via email or fax by required agreed timeframe.
- Conduct site inductions of all new AIC personnel, which come to Cosmos.
- All training is annotated on Training Matrix and all forms filed in individual personnel files.
- Carry out and perform any daily, weekly or monthly checks as may be required via Paperwork Cycle Roster; Vehicle, Cleaning and Catering Inspections, Room inspections, etc.
- Admin utility responsible to support the daily completion of all reporting requirements as outlined in notes below and as per Paperwork Cycle Roster. Manager has accountability for accuracy and submission of these forms.
- Confirm accuracy of Cosmos staff rosters and amend as required to keep accurate; Perth Office to be informed of any changes in order to keep master copy of roster current and up to date at all times.
- Conduct Catering Stocktake monthly (or as deemed required) in conjunction with Head Chef or his/her representative; cross reference all discrepancies with previous stocktake to confirm accuracy of figures.
- Wetmess Stocktake conducted weekly on designated day and in conjunction with bar utility; all discrepancies to be investigated and recorded; conduct personnel training where required with bar personnel maintaining accuracy and accountability.
- Conduct tool box and safety training meetings on designated day each week and forward copies as required to OSH Manager in Perth.
- Random Inspection of accommodation rooms for cleanliness and hygiene.
- Conduct Daily Pre-Start check of all AIC Vehicle(s).
- Report / Log all Maintenance Issues or equipment concerns.
- Complete all additional paperwork as required; i.e. Fax Food Orders, Wet Mess Orders.
- Liaise and follow-up with vendors and freight company when and as required; invoices, credits, non-receipt of goods and record details on appropriate AIC forms for submission to vendor / Freight Company and Perth office.

Relief Manager Role - Specific Day Requirements

Monday –

- Submit all paperwork to Head Office as required and as set out in the Paperwork Cycle Roster no later than 10.00 am via email or fax. **Note - A courtesy call to be made to head office in event of delay of paperwork explaining reason for delay and estimated time of receipt!*

Wednesday –

- Weekly Catering / Wetmess Invoices, Wetmess Daily Reports and Summary, Daily Manday Reports to be sent to Perth on Network plane in blue mailbags on Wednesdays.
- Site Admin meeting 9am, follow up on outstanding issues from Admin meeting.
- Toolbox meeting after lunch. Follow up on outstanding issues from Toolbox meeting.
- Prepare spaces for truck delivery on Thursdays; i.e. tidy, clean, rotation of stock.

Thursday –

- Nexus Truck Delivery - Arrange with Supply Dept for forklift collection.
- Nexus truck arrives weekly at village; currently Thursday mornings, approx 10.30am.
- Truck Deliveries; stow stores in appropriate spaces, rotate as required and date mark or day dot all items.
- Follow-up with vendors / Freight Company on any Invoice / stock discrepancies.
- Complete all Catering and Wetmess Invoices and enter into WLGR's and Stocktake's as required.
- Orders to be faxed NLT Thursday for delivery to Nexus Transport on NLT 11 am the following Wednesday.

Friday –

- Tidy and organize all Freezer, Cool Room, Dry Stores and Chemical Store Rooms for Fortnightly / End of Period Catering Stocktakes to allow for accuracy of information.

Saturday –

- Wet Mess - Tidy and organize all Wetmess stock for Sunday Stock take procedures,
- Catering Stocktake - Count all items in Chemical Store Rooms, all bulk disposable Paper goods.

Sunday –

- Complete Catering Stocktake and submit to Admin for entry of figures into Catering Stocktake form

- Double check Catering Stocktake for any errors and re-count where discrepancies may be questionable.
- Finalize Weekly and End of Period Reports for submission to Head Office on Monday mornings ensuring accuracy of information to minimize errors (A + B = C).

HSE Coordinator Role - Specific Day Requirements

Monday –

- Submit all required HSE paperwork and reports to Perth HSE Manager.

Wednesday –

- Site Admin meeting 9am, follow up on outstanding issues from Admin meeting, address any safety concerns at meeting.
- Toolbox meeting after lunch. Follow up on outstanding issues from Toolbox meeting.
- Conduct staff training at Tool box meetings and enter in training matrix’s and files

Thursday –

- Nexus Truck Delivery;
 - Organize pre-stretching exercises prior to truck arrival to minimize potential back strain injuries
 - Ensure all areas are set-up for safe removal of stores from truck and safety devices set in place for forklift.
 - Monitor staff off-loading procedures and ensure best safety practice is utilized.

Saturday –

- Catering Stocktake - Count all items in Chemical Store Rooms, all bulk disposable Paper goods.

Sunday –

- Complete Catering Stocktake in conjunction with Village Manager.

Change-Over Requirements with the Village Manager:

- Issue verbal and written hand over with the Village Manager on all relevant information from previous week’s activities, including incidents, warnings, grievances etc.
- Make Village Manager aware of previous week’s Toolbox meeting minutes and admin meeting minutes, and any other information sessions that took place in the previous week.
- Make Village Manager aware of previous week’s email correspondence and follow up on outstanding items, Relief Manager to place relevant important emails in the file “*Project Manager to follow up.*”
- Review original paperwork with Village Manager; Ops Reports, WLGR’s, Stocktakes, Reports, etc. for accuracy (signatures/initials, received stamps, items ticked off), before being sent via mailbag to Perth office.
- Pass on information to Village Manager from previous week’s toolbox meeting.
- Pass on information to Village Manager from discussions with Client Rep on any operational issues.
- Assume day to day control of the site HSE Coordinator responsibilities.
- Make Village Manager aware of any HSE weekly site requirements;
 - Staff Induction & Training requirements,
 - Xstrata Training Calendar,
 - Hazards & Maintenance Register,
 - Review New JSA’s / SWP’s
 - Review Safety & Hygiene Inspections.

HSE– RESPONSIBILITIES:

Submitted Weekly – Faxed / Emailed directly to “HSE Manager” in Perth Head Office:
(Required to Head Office on Monday Mornings by 10.00am Firm!)

- ✓ Daily Pre-Start Meeting Minutes
- ✓ Weekly Toolbox Meeting Minutes
- ✓ Weekly HSE Report
- ✓ Any Incident Reports relating to AIC Staff - **Note – (Sent within 24 hrs of Incident Occurring)*
- ✓ All Updated and Reviewed Safe Work Procedures (SWP's)
- ✓ Sign off on all JHA's (Convert to a SWP's if going to be an ongoing task)
- ✓ Safety Audit Inspection Results

ADMINISTRATION RESPONSIBILITIES

General Guidelines for AIC Paperwork - Ensure that all paperwork, reports are correctly completed and sent to appropriate personnel; Client, AIC Head Office, etc as may be required.

Completed Daily on Site

Accommodation –

- ✓ **Manday Register** – *(To balance with Daily Manday Report)*
- ✓ **Operations Report** – *(Staff Hours, Mandays, Catering / Wetmess WLGR \$)*
- ✓ **Daily Manday Report** – *(All figures to Balance; i.e. B/Forward, Totals, All In / Out Names and Company info provided, Staffing Breakdown Correct, Qty of Vehicles)*
- ✓ **Room Cleaning Sheets** – *(Kept on File in Site Office)*

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 dated and signed by Manager.*
- ✓ **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 –

- ✓ **Cash Summary / Daily Reconciliation** - *(All Daily “Z” Tapes / EFTPOS Reconciliation Tapes stapled to Left Top Corner of the daily forms)*
- ✓ **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.

Personnel –

- ✓ **Employee Time Sheets** (*All Staff to complete daily*)
 - *No Overtime is authorized without approval and initialed by the Acting Manager!*
 - *All Staff Hours should match the Hours put into the Operations Sheet.*
- ✓ **Application for Leave** (*As Required /Signed by Applicant & Manager*)

Other:

- ✓ **Temperature Logs** (*Minimum of 3 x Daily /Completed by Cooks*)
- ✓ **Tool Box Meeting Form** (*Completed on Designated Day with names of all participants and absent personnel*)
- ✓ **Site Visit Reports**
 - **Operations Site Visit Reports** - (*As Required - Follow up actions completed and signed off as complete and faxed or emailed to Operations Manager as required*)
 - **HSE Site Visit Reports** - (*As Required - Follow up actions completed and signed off as complete and faxed or emailed to HSE Manager as required*)
 - **Marketing Site Visit Reports** - (*As Required - Follow up actions completed and signed off as complete and faxed or emailed to Marketing Manager as required*)

Submitted Weekly – Faxed / Emailed “As Per Paperwork Cycle Roster”
 (*Required to Head Office on Monday Mornings by 10.00am Firm!*)

- ✓ Operations Report
- ✓ Catering WLGR
- ✓ Wet Mess Stocktake / WLGR
- ✓ Wet Mess Cash Summary
- ✓ Daily Manday Report (Signed by Client Representative)
- ✓ Temperature Logs
- ✓ Tool Box Meeting Form

***Note – All Original Paperwork sent in mailbag or delivered to Head Office when Manager / Admin Personnel fly back to Perth prior to commencing R&R.**

- ✓ *All Form as Noted Above*

Submitted End of Period

- ✓ **All Documents as outlined above** (*In accordance with the Paperwork Cycle Roster*)
- ✓ **QA Documents** – (*As Per Paperwork Cycle Roster*)
- ✓ **Site Specific Training Matrix** (*HSE Manager Perth*)

Wetmess Cash Handling Procedures

- ✓ All Wetmess cash from daily sales is to be retained in the office safe at all times under combination or key lock!
- ✓ Managers are the only authorized personnel to have access office safe.
- ✓ Money to be banked will be recorded daily on a cash tally sheet for accountability purposes.
- ✓ Money will be delivered to Perth office by Outgoing Manager as frequent as necessary to limit exposure to loss due to theft or unforeseen circumstances; fire, act of nature, etc.

- ✓ Every precaution will be made during the transportation of money to Perth to avoid theft or loss prior to hand over in Perth. Money will be secured in indiscreet envelope (Initialed over the lip by Accountable Manager) and secured with sturdy tape.

I _____ have read and understand the requirements of the Relief Project Manager / HSE Coordinator position.

Signed: _____ Dated: _____

Manager Signature _____ Dated: _____

SAMPLE