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| Position Title: | Team Leader – Functions and Events |
| Award: | Registered and Licensed Clubs Award 2010 |
| Department: | Food and Beverage |
| Reports to: | Food and Beverage Manager |
| Financial Accountability: | Nil |
| Supervisory Accountability: | Nil |

Position Summary:

The Team Leader – Functions and Events is responsible for the delivery of our functions and events at Rich River Golf Club. The role provides leadership to the F&B team members working on the function and is an efficient, friendly and professional maître d/host during the function/event.

Key Responsibilities and Objectives:

- Lead, deliver and supervise functions and events at the Club.
- Ensure functions and events are set up as per function sheet requirements, in a timely manner.
- Liaise with key internal stakeholders regularly to ensure the smooth delivery of functions and events.
- Provide clear and concise instructions and be confident in delivering team briefings.
- Work within the Food and Beverage Team during hours when functions and events are not scheduled.
- Complete function and event staff rostering in a timely manner.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Key Selection Criteria:

1. Previous experience in the hospitality environment with a strong function and event background.
2. Highly developed organisational and time management skills with a customer focused approach.
3. Exceptional presentation and professional demeanour.
4. Good interpersonal skills, with a friendly manner when dealing with public and other staff members.
5. Availability to work, days, evenings, weekends and public holidays on a varied roster as required.
6. Current Safe Food Handling Certificate
7. Current Responsible Service of Alcohol (NSW)

Key Relationships:

Internal: Function Sales Coordinator, Food and Beverage Manager, Bistro Manager, F&B Team Leaders, F&B Team.

External: Members and their guests, general public

| Key Club Requirements | |
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| Adhere to Club Values | <p>The values that we will live by in pursuit of our vision and mission are as follows:</p> <ol style="list-style-type: none">1. EXCELLENCE We relentlessly pursue the best outcomes from all our endeavours. We work collectively and harmoniously to achieve our vision and do not tolerate mediocrity.2. BOLDNESS We want to be bold, innovative and willing to take risks in a responsible manner in pursuit of our vision and mission. We want to be welcoming of change and technology as an opportunity to enhance our Club and the benefits that we can provide to our members.3. FUN Our offering to our members and visitors is Entertainment. A happy, fun environment is contagious and essential to success. We want the best available staff because we're a fun place. We want Rich River to be ALIVE WITH FUN.4. ADAPTABILITY In a highly competitive industry we must be prepared to change. Whether driven by legislative, technological or market forces we must continuously refresh our offerings to remain competitive.5. RESPECT We accept and respect one another, our members and our visitors regardless of gender, age, race, disabilities or beliefs. We respect our environment and ensure safety and sustainability.6. COMPLIANCE We conduct our business and ourselves in a lawful and socially responsible manner. Through good governance and responsible management, we manage our resources to ensure the ongoing sustainability and evolution of our club. |

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| Workplace Safety Responsibilities | <ul style="list-style-type: none"> • Perform role in a safe manner by adhering to RRGC Health and Safety policies, regulations and agreed safe work procedures and report immediately any potential hazards and/or incidents occurring in the workplace. • Adhere to emergency procedures as detailed in the RRGC Emergency Procedure. • Ensure compliance with manual handling practices. |
| Code of Conduct/ Behaviour | <ul style="list-style-type: none"> • Demonstrate practice within the Vision, Mission and Values of RRGC. • Assist in establishing and maintaining effective communication systems within the Club and promote and maintain an environment of teamwork and professionalism. • Work in accordance with relevant legislation, Standards and Policies (as applicable to role), e.g. Charter of Human Rights, Privacy Act & Principles, Equal Employment Opportunity, Bullying and Harassment. |
| Organisational Expectations | <p>Facilities and Equipment</p> <ul style="list-style-type: none"> • Maintain surrounds and equipment used within the role, ensuring that cleanliness and safety are adhered to at all times. • Responsible for the reporting of any malfunctioning equipment and /or facility to the appropriate department manager. • Ensure the safety and economical use of all resources. |
| Education/Training | <ul style="list-style-type: none"> • Demonstrate commitment to personal and professional development. • Participate in professional development annually, with the department manager, identifying key areas for professional and personal growth. |

Endorsement: I have read and understand the requirements of this role.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____