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## **POSITION SUMMARY**

### **Material Officers/Stores**

*\*Note: Applicants intending to apply for Material Officers/Stores positions are not required to undertake the Aptitude Test an alternative form of testing will be completed.*

**May be required to work in any of the following areas:**

Educational Programs

**Summary of Duties:**

Materials Officer is accountable to the Food Store Coordinators for the provision of a complete materials and administrative support to the Hotel School. The Materials Officer is also required to work closely with lecturers and Educational Managers. Responsible to contributing towards an excellent day to day customer service to clients. Some work is required outside of normal hours.

**Food Handling and Manual handling required:**

- Required to fill class requisitions accurately recording weights and stock codes.
- Identify and select correctly coded products and weights, size etc for requisitions.
- Ensure products are packaged in accordance with Food Store HACCP Plan
- Receive, store, code and ensure stock is stored and rotated in accordance to HACCP certification.
- Preparing trolleys for morning and afternoon classes – ensuring all prepared warricks are placed on trolleys.
- Checking items received against courier documentation and signing for them.
- Weighing up of bulk foods items into smaller quantities.
- Maintaining records (manual and computerised).

**Special requirements:**

- In accordance to HACCP plan shoulder length hair must be worn off the shoulders at all times.
- Protective footwear must be worn at all times.
- Protective clothing (aprons) provided.
- No Nail polish.

**Salary range (Classification GSE-1):**

**\$15.54 - \$16.06 per hour** (adjusted to actual hours worked) (based on experience).

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