Functional Job Description

Job Title	**Food, Beverage and Floor Attendant**
Department	**Main Bar, Coffee Shop and Gaming Floor**
Site Name	**The Country Club St Georges Basin and Vincentia**
Hours per Day, Days per Week	**Up to 8 hours per day including Evenings and Weekends**
Description and Duties	**Serve Food and Beverages (Including operating a Beer Tap) to customers. Clearing tables and cleaning the front and back of house. Restocking supplies and arranging furniture as required to maintain a pleasant and tidy atmosphere**
Skills and Education Required	**RSA and RCG Card is essential**

Core Functional Movements and Demands

Functional Demands of Task	% of Work Time Allocated	Comments/Details
1. Sitting	Rare – 0-5%	Sitting and rest breaks are provided at the supervisors discretion. Usually no more than one rest break is granted every 2 hours. An unpaid 30 minute break is provided if working longer than 5 hours.
2. Standing	Frequent – 35-66%	Walking and Standing is required for the entire shift while "On Duty"
3. Walking	Constant/Repetitive 67-100%	Walking and Standing is required for the entire shift while "On Duty"
4. Steps/Stairs/Ladders	Occasional – 6-33%	There are some stairs to bowling greens and function rooms. Staff may need to access both areas depending on demand and function bookings
5. Squatting or Kneeling	Occasional – 6-33%	Reaching drinks in the lower fridges and accessing stock that may be located on the ground
6. Looking Up/Looking Down	Occasional – 6-33%	
7. Bending at Waist	Occasional – 6-33%	Reaching to access items on tables or stock requires some bending at the waist. Some spot cleaning etc. may also require some bending. Some bending is required when restocking fridges and cool room.

8. Working With Hands Above Shoulder Height	Occasional – 6-33%	Some items are stored above shoulder height and require reasonable access
9. Reaching Forwards or Sideways >30cm	Occasional – 6-33%	Working behind the bar and reaching around customers when attending tables will require some reaching
10. Pincer Grip	Occasional – 6-33%	Most frequently used when writing shift/stock and incident reports
11. Power Grip	Frequent – 34-66%	This is required to grasp many items such as beer taps, beverages, plates, brooms etc.
12. Fine Hand Co-ordination	Occasional – 6-33%	This is mainly required when operating the till and eftpos machines
13. Lifting floor-waist (under 10kgs)	Occasional – 6-33%	There are some items that are stacked or stored on the floor (6packs, buckets, crates) that may require occasional lifting. The maximum weight needing to be lifted is a box of beer being approximately 10kgs. Occasional replenishing of ice to the bar will require lifting from floor to waist height.
14. Lifting waist to waist (under 10kgs)	Occasional – 6-33%	Whilst the occasional lifting of heavier items like beer boxes may be required, the more commonly lifted items at this height are plates and drinks and glass racks
15. Lifting waist-overhead (under 10kgs)	Occasional – 6-33%	Some lighter items are stored above shoulder height such as high end alcohol, cleaning cloths and TAB day sheets. A step ladder is available if needed.
16. Twisting	Occasional – 6-33%	Twisting should be avoided whilst carrying any load however this action may be used when stocking and unloading glass racks from the dishwasher
17. Carrying up to 10kgs	Frequent – 34-66%	Some stock may be required to be carried but usually over a very short distance. Heavier items can be stacked on trolleys. Most frequently carried items are dinner plates, empty glasses and beverages under 5kgs and often less than 20 meters in distance.
18. Pushing	Occasional – 6-33%	Some pushing of trolleys with stock is required with varied loads and weight. Etc. boxes of beer or fresh produce.
19. Pulling	Rare – 0-5%	As per pushing but less frequent
20. Forceful Push or Pull	Occasional – 6-33%	Usually used on the gaming and lounge floor to move chairs and tables.
21. Exerting force in an awkward posture	Rare – 0-5%	Not expected
22. Balance/uneven/sloping ground	Rare – 0-5%	Most areas are flat with the occasional step.