

Position Description

Title	BOH attendant	Date Prepared	May 2026
Reports to	Venue Manager	Approved by	HR

Main Purpose of Role

To ensure the hygiene and operational efficiency of the Back of House (BOH) while providing essential support to Front of House (FOH) service during peak periods to maintain premium lounge standards.

Key Responsibilities

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- **BOH Operations:** Operate commercial dishwashers, sanitise all kitchen areas, and execute scheduled equipment maintenance (PPM).
- **F&B Assist:** Proactively assist with buffet replenishment (top-ups) and clearing tables/plates to ensure a seamless guest environment.
- **Logistics & Safety:** Manage delivery storage and waste disposal, including safe manual handling of items weighing up to 20 kg.
- **Support:** Assist the culinary team with basic food preparation as required to maintain service flow.

Skills and Experience

- Previous kitchen or hospitality experience preferred but not essential
- Ability to work in a fast-paced environment
- Strong teamwork and communication skills
- Good organisational and time management abilities
- Physically fit and capable of standing for long periods
- Reliable, punctual, and hardworking

Qualifications

- Food Safety Certificate (desirable)
- Hospitality experience (advantageous)
- Knowledge of workplace health and safety practices

Working Conditions

- Shift work including evenings, weekends, and public holidays may be required
- Fast-paced and physically demanding environment
- Exposure to hot surfaces, cleaning chemicals, and kitchen equipment

Key Attributes

- Positive attitude
- Willingness to learn
- Ability to follow instructions
- Attention to detail
- Strong work ethic

Measurement of Success

Key Result Areas (KRAs)	Key Performance Indicators (KPIs)
Integrated Operational Support (BOH & FOH)	Achieve 100% cleanliness in shift audits and ensure zero delays in clean equipment supply and buffet replenishment during peak hours.
Equipment Maintenance & Inventory Management	Maintain a 100% completion rate for scheduled deep-cleaning tasks of BOH assets and systematic storage of all F&B deliveries.
Workplace Health, Safety (WHS) & Compliance	Zero preventable workplace injuries by consistently demonstrating safe manual handling techniques (up to 20 kg) and keeping all compliance certifications (RSA) current.

Acceptance

I, _____, have read and understood the responsibilities contained within this document.

I understand that this position description is a broad reflection of my responsibilities and goals and not a prescriptive list of every task I will perform throughout the course of my employment. I agree to this position description being revised on a regular basis to ensure relevance, currency and appropriateness.

SIGNATURE: _____ **DATE:** _____