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| POSITION DESCRIPTION – *Role Title* |
| Organisation  |  |
| Job Title |  |
| Position Type |  |
| Reports To |  |
| Commencement Date: |  |
| End Date: |  |
| Time Committed: | *Hours per week* |

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| POSITION REQUIREMENTS |
| Purpose | *To provide/assist/manage….* |
| Responsibilities and Duties  | * *E.g. Be responsible for ordering of all supplies as required for canteen/kiosk*
 |
| Knowledge/Skills | * *E.g. Good communication skills*
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| ADDITIONAL INFORMATION  |
| Required Criminal Checks | * *E.g. WWC*
 |
| Further recommended checks  | * *E.g. conduct reference check*
 |
| Accreditations | * *E.g. First Aid certificate*
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