

POSITION DESCRIPTION – <i>Role Title</i>	
Organisation	
Job Title	
Position Type	
Reports To	
Commencement Date:	
End Date:	
Time Committed:	<i>Hours per week</i>

POSITION REQUIREMENTS	
Purpose	<i>To provide/assist/manage....</i>
Responsibilities and Duties	<ul style="list-style-type: none"> <i>E.g. Be responsible for ordering of all supplies as required for canteen/kiosk</i>
Knowledge/Skills	<ul style="list-style-type: none"> <i>E.g. Good communication skills</i>

Insert Sponsor logo (optional)

ADDITIONAL INFORMATION	
Required Criminal Checks	<ul style="list-style-type: none">• <i>E.g. WWC</i>
Further recommended checks	<ul style="list-style-type: none">• <i>E.g. conduct reference check</i>
Accreditations	<ul style="list-style-type: none">• <i>E.g. First Aid certificate</i>

Insert Sponsor logo (optional)