



PARLIAMENTARY SERVICE JOB DESCRIPTION

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28/03/19

1. IDENTIFICATION	POSITION NUMBER: CAT 001
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Director Catering Service, NP13
DIVISION: Corporate and Support Service	LOCAL DESIGNATION: Director Catering Service
BRANCH: Parliamentary Catering Service	REPORTING TO: Executive Director Corporate and Support Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

2. PURPOSE:

Provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament catering service through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: K500 000.00
Staff: 3 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

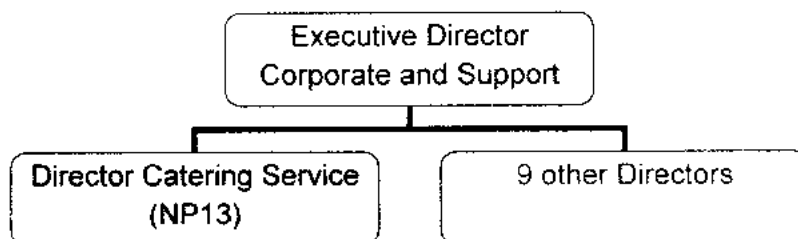
- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Catering Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Discipline officers by taking personal responsibility in initiating and making referral for officers who may have committed a disciplinary offence.

- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 10 positions that reports to the Executive Director Corporate and Support Service.



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5.2 Internal:

- Provide regular advice to the Executive Director Corporate and Support Service on set policies, and operations of the Catering Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.

5.3 External:

- Liaise with suitable suppliers and service providers and other business organizations on matters related to catering business policy and networking.
- Liaise with other Departments on matters relating to provision of catering service to Members of Parliament, State functions and Ceremonial event functions.

5.4 Work Environment

- This position requires long hours' work associated with defining strategic plans and developing required policies to support the work of the Catering Service.
- Promoting and maintaining strong communication links and liaison with other appropriate stakeholders that are vital to ensure efficient catering service delivery.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and finance in the operation of the division

Recommendations:

- Make recommendations to the administration on matters relating to the expenditure of funds for catering service delivery

5.6 Challenges

- Provide appropriate catering service advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of catering service
- Provide staff and financial reports to Parliament Administration

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Tertiary qualification in Business Studies, Accounting, Bachelor Tourism & Hospitality Management.
- A master's degree qualification is preferable

6.2 Experience

- The incumbent must have at least 10-15 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the Food and Beverage service and practice
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of good management and leadership.

6.4 Skills

- Ability to lead and manage a team of qualified catering personnel and support staff.
- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem-solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

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Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT:

Parliamentary Service

BRANCH:

Parliament Legal Service

DIVISION:

Parliament Legal Service

LOCATION:

Parliament House, Waigani, NCD

POSITION NUMBER:

CAT 002

DESIGNATION/CLASSIFICATION:

Administrative Assistant (NP07)

LOCAL DESIGNATION:

Administrative Assistant to Director Catering Service

REPORTING TO:

Director Catering Service

INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1-14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2-18	24/09/18	Abolished/Created

Phone 28/03/19

2. PURPOSE:

Providing efficient front desk service, clerical, other office procedures and administrative duties under strict directions

3. DIMENSION:

Budget: Not applicable

Staff: Not applicable

Others: Not applicable

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Responsible for dealing with all correspondence and telephone calls
- Responsible for screening of incoming telephone calls, visitors and other requests
- Maintain an organized diary system for all official appointments
- Responsible for preparing and organizing meetings and taking dictation and minutes
- Assist in organizing events and conferences
- Responsible for typing, compiling and preparing reports, presentations and correspondence
- Implementing and maintaining procedures and administrative systems
- Liaising with staff, suppliers and clients, collating and filing expenses
- Any other duties as required

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the Director Policy, Planning and Research

**Director Catering Service
(NP13)**

**Admin Assistant
(NP07)**

Other staff

5.2 Internal:

- Work with the Institutional Officers to ensure smooth operation of the office of the Director Catering Service and other Directors in the absence of their executive assistances
- Report to the Director Catering Service on the tasks accomplished and progresses made-to-date of tasks relating to the duties of the Administrative Assistant.

5.3 External:

- Liaise with outside service providers such as hotels, rental car agents for duty travels of the Director Catering Service.
- Liaise constantly with others on issues relating to effecting quality service delivery and gather and collate information for action

5.4 Work Environment:

This is a secretarial position and the incumbent is required to facilitate proper office or administrative procedures at the front desk and must possess high quality of professionalism and conduct

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies
- Understand Parliamentary Service Act, Standing Orders and the Constitution

Decisions:

- Not applicable

Recommendations:

- Not applicable

5.6 Challenges

- Delivery of high standard front desk service
- Meet deadlines expected from immediate supervisor

Jana
28/03/19

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in Secretarial Studies or other relevant job experience in office management is highly desirable

6.2 Experience

- 3 to 5 years secretarial experience in other organizations

6.3 Knowledge

- Excellent understanding of office procedures and secretarial duties
- Extensive knowledge of the roles and responsibilities of the Deputy Clerk

6.4 Skills

- Verbal and written communication skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its
delegate)

.....
Signature
Employee

.....
Date

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Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

POSITION NUMBER:

CAT 003

DEPARTMENT:

Parliamentary Service

DESIGNATION/CLASSIFICATION:

Assistant Director Admin - Catering Service (NP11)

DIVISION:

Corporate and Support Service

LOCAL DESIGNATION:

Assistant Director Admin - Catering Service

BRANCH:

Parliamentary Catering Service

REPORTING TO:

Director Catering Service

LOCATION:

Parliament House, Waigani, NCD

INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

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28/03/19

2. PURPOSE:

Assist the Director Catering Service provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament catering service through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: NA
Staff: 16 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

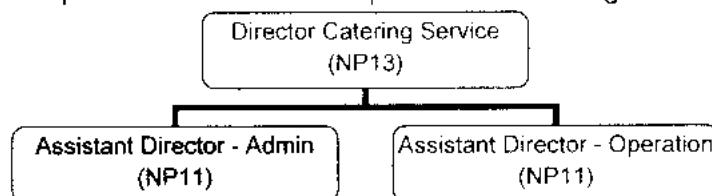
- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Catering Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Discipline officers by taking personal responsibility in initiating and making referral for officers who may have committed a disciplinary offence.

- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the senior two positions that report to the Director Catering Service to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide regular advice to the Director Catering Service on set policies, and Administration of the Catering Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination of administrative activities within the division.

5.3 External:

- Assist the Director to liaise with suitable suppliers and service providers and other business organizations on administrative matters related to catering service
- Assist the Director liaise with other Departments on matters relating to provision of catering service to Members of Parliament, State functions and Ceremonial event functions.

5.4 Work Environment

- This position requires long hours' work associated with administrative functions of the Catering Service.
- Administer, promote and maintain strong communication links and liaison with other appropriate stakeholders that are vital to ensure efficient catering service delivery.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and finance in the administration of the division

Recommendations:

- Make recommendations to the administration on matters relating to the expenditure of funds for catering service delivery

5.6 Challenges

- Provide appropriate catering service advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of catering service.
- Assist the Director administer and produce financial reports to Parliament Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Tertiary qualification in Business Studies, Accounting, Bachelor Tourism & Hospitality Management.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the Food and Beverage service and practice
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of good management and leadership.

6.4 Skills

- Ability to lead and manage a team of qualified catering personnel and support staff in the absence of the Director
- Assist the Director to provide strategic leadership, people and financial management and administration of the Catering Service.
- Demonstrate capacity to development and administer activities to achieve quality outcomes and manage conflicting priorities and timeframes.
- Excellent research, planning, advisory and administrative skills with problem-solving skills to enable achieve program objectives.
- Exceptional skills in successful management and administration of organizational programs and cultural change.
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

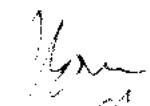
I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

Date

Date


28/07/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 004
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Accounts Officer - Catering Service (NP08)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Accounts Officer - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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28/03/19

2. PURPOSE:

Performing daily finance operations and the incumbent is primarily responsible for computing, recording, collecting, analysing and verifying numerical data for use in maintaining accounting records of the financial operations of the catering division.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

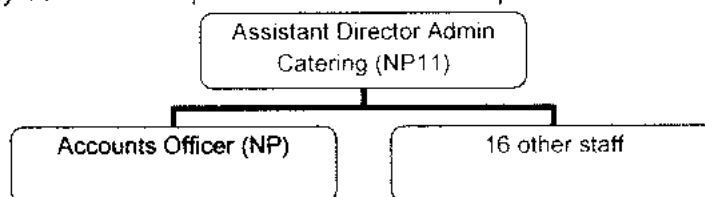
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Managing revenues received and dispersed including accounts receivable, accounts payable, audit, General Ledger reporting.
- Cash handling functions for the catering division and reconcile all cash dropped at point of sale and petty cash.
- Check invoices for inaccuracies and analyse financial statements on a monthly basis and report any variances to the Manager.
- Handle general credit account queries for Members (MPs), staffs and Clients.
- Contact clients and vendors about invoices and bills for payment
- Perform any other duties that is required by the Manager

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 16 positions that report to the Assistant Director Admin Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Provide financial and accounting duties to the Director Catering Service
- Record all financial transactions for both accounts payable and accounts receivable
- Record all incoming and outgoing financial data.
- Attend to all Members (MPs), staff and client credit account queries at admin office

5.3 External:

- Assist the Director to communicate with suppliers and service providers and other business organizations on administrative matters related to catering service account
- Communicate with vendors on invoices for payment of services rendered

5.4 Work Environment

- This position requires hours' work associated with administrative functions of the Catering Service financial management.
- Administer, promote and maintain accountability and reporting of Catering Services financial operations

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Public Finance Management Act, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Priority expenditure areas for providing quality Catering Services to the Director, Assistant Director Admin of the division

Recommendations:

- Make recommendations to the administration on matters relating to the expenditure of funds for catering service delivery

5.6 Challenges

- Provide appropriate advice relating to accounts payable and accounts receivable to the Administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the providing financial reports of Catering Service accounts.
- Assist the Director administer and produce financial reports to Parliament Administration

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in accounting or related experiences in other organizations

6.2 Experience

- The incumbent must have at least 3-5 years of experience in the accounts payable or accounts receivable

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the basic accounting systems and processes of an organization
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of sound financial management

6.4 Skills

- Proficient accountancy skills, ideally practiced in a hospitality environment
- Extensive knowledge of data processing skills, including spreadsheet packages
- Excellent ability in Analytical and communication skills
- In-depth knowledge to prepare detailed financial information for senior management
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

Date

Date

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25/03/15



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 005
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Food Stock-Controller - Catering Service (NP8)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Food Stock-Controller - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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28/03/19

2. PURPOSE:

Performing daily stock operations and the incumbent is primarily responsible for computing, recording, collecting, analysing and verifying numerical stock data for use in maintaining supply of the food stock in the division.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

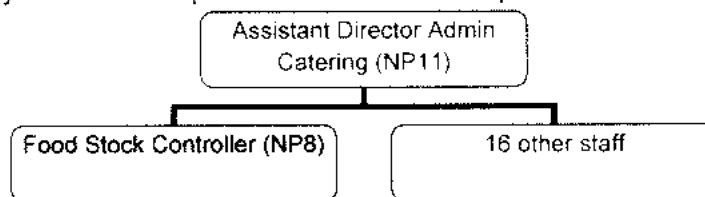
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Managing records of food stock received and consumed using spreadsheet reporting
- Cash handling functions for the catering division and reconcile all cash dropped at point of sale on daily basis to the Assistant Manager - Administration.
- Check food stock delivery purchase orders for inaccuracies and analyse statements on a monthly basis and report any variances to the Assistant Director.
- Handle general credit account queries for Members (MPs), staffs and Clients.
- Contact clients and vendors about invoices and bills for payment related to food stock
- Perform any other duties that is required by the Assistant Director
- Deliver high quality product with consistency to meet the clients demand
- Enforce effective cost cutting measures in the stock inventory system.
- Perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness under minimum supervision.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 16 positions that report to the Assistant Director Admin Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Provide food stock audit reports to the Director Catering Service
- Record all food consumption and keep data of all relevant information required to accountability and reporting
- Attend to all Members (MPs), staff and client credit account queries at admin office

5.3 External:

- Assist the Director to communicate with suppliers and service providers and other business organizations on administrative matters related to catering service food stock
- Communicate with vendors on invoices for payment of services rendered

5.4 Work Environment

- This position requires hours' work associated with administrative functions of the Catering Service food stock management and control.
- Administer, promote and maintain accountability and reporting of Catering Services food stock and control

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Public Finance Management Act, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Priority expenditure areas for providing quality Catering Services to the Director, Assistant Director Admin of the division

Recommendations:

- Make recommendations to the administration on matters relating to the purchase of foods for the Catering Service

5.6 Challenges

- Provide appropriate advice relating to food stock control to the Administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the providing food stock reports

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in accounting or related experiences in other organizations

6.2 Experience

- The incumbent must have at least 3-5 years of experience in the food and hospitality industry

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the variety of foods available on the market
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of sound food management
- Good knowledge of inventory management systems and procedures
- Wide knowledge of estimating cost and quality of all restaurants and bar foods
- Comprehensive knowledge of business administration as well as food stock and inventory systems
- In-depth understanding in Familiarizing with food safety guidelines, process and procedures

6.4 Skills

- Proficient accountancy skills, ideally practiced in a hospitality environment
- Extensive knowledge of data processing skills, including spreadsheet packages
- Excellent ability in Analytical and communication skills
- In-depth knowledge to prepare detailed food stock control report for senior management
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date

[Handwritten Signature]
25/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 006
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Beverage Stock-Controller - Catering Service (NP8)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Beverage Stock-Controller - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Performing daily stock operations and the incumbent is primarily responsible for computing, recording, collecting, analysing and verifying numerical stock data for use in maintaining supply of the beverages in the division.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

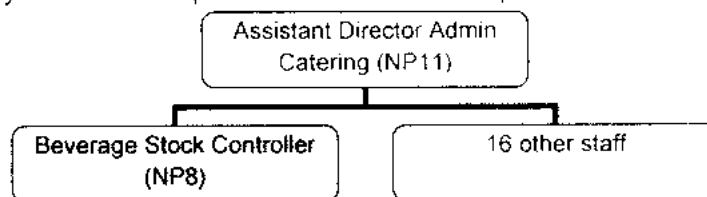
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Managing records of beverage stock received and consumed using spreadsheet reporting.
- Cash handling functions for the catering division and reconcile all cash dropped at point of sale on daily basis to the Assistant Manager - Administration.
- Check stock delivery purchase orders for inaccuracies and analyse statements on a monthly basis and report any variances to the Assistant Director.
- Handle general credit account queries for Members (MPs), staffs and Clients.
- Contact clients and vendors about invoices and bills for payment related to beverages
- Perform any other duties that is required by the Assistant Director
- Deliver high quality product with consistency to meet the clients demand
- Enforce effective cost cutting measures in the stock inventory system.
- Perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness under minimum supervision.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 16 positions that report to the Assistant Director Admin Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Provide beverage audit reports to the Director Catering Service
- Record all beverage consumption and keep data of all relevant information required to accountability and reporting
- Attend to all Members (MPs), staff and client credit account queries at admin office

5.3 External:

- Assist the Director to communicate with suppliers and service providers and other business organizations on administrative matters related to catering service beverage stock
- Communicate with vendors on invoices for payment of services rendered

5.4 Work Environment

- This position requires hours' work associated with administrative functions of the Catering Service beverage stock management and control.
- Administer, promote and maintain accountability and reporting of Catering Services beverage stock and control

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Public Finance Management Act, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Priority expenditure areas for providing quality Catering Services to the Director, Assistant Director Admin of the division

Recommendations:

- Make recommendations to the administration on matters relating to the purchase of beverages for the Catering Service

5.6 Challenges

- Provide appropriate advice relating to beverage stock control to the Administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the providing beverage stock reports

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in accounting or related experiences in other organizations

6.2 Experience

- The incumbent must have at least 3-5 years of experience in the food and beverage industry

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the variety of beverages available on the market
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of sound beverage management
- Good knowledge of inventory management systems and procedures
- Wide knowledge of estimating cost and quality of all restaurants and bar beverages
- Comprehensive knowledge of business administration as well as food and beverage inventory systems
- In-depth understanding in Familiarizing with food & beverage safety guidelines, process and procedures

6.4 Skills

- Proficient accountancy skills, ideally practiced in a hospitality environment
- Extensive knowledge of data processing skills, including spreadsheet packages
- Excellent ability in Analytical and communication skills
- In-depth knowledge to prepare detailed financial information for senior management
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date

[Handwritten Signature]
28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 007
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cashier - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cashier - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Perform required duty to receive and, disburse money, credit charges in service outlets/reception counters and operates the cash register

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

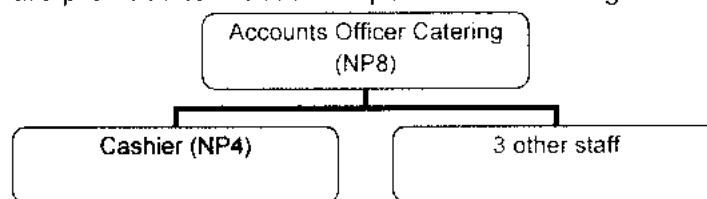
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Take customer orders at the counter
- Receive payments and present change to customers
- Answer phone and make reservations for MPs, staff and visiting guests
- Manage and operate the cash register (POS), including all credit charges, cheque and cash operations
- Ensure a balance of the register at the end of the daily shift or working period
- Prepare bills and present them to guest at the time of the guest's departure. Settle all bills on departure
- Greet the Members (MPs)/guests entering into dining area
- Maintaining monthly, weekly and daily report of transactions

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that report to the Accounts Officer Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Operate cash register and post credit charge dockets at the reception desk/ payment counters of service outlets
- Record all reservations and bookings
- Attend to all Members (MPs), staff and guest at the payment counter/reception desk

5.3 External:

- NA

5.4 Work Environment

- This position requires hours' work associated with use of cash/till register machine and facilitate proper front desk/counter procedures and etiquette
- Administer, promote and maintain accountability and reporting of Catering Services cash transactions

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Public Finance Management Act, Parliament Standing Orders and all other relevant Acts.

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Delivery of high standard front desk Service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with a minimum of supervision
- Meet deadlines of the immediate Supervisor.
- Reconcile and balance-out daily takings and verify billing charges accurately
- Have the capability to use POS system.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to daily cash transaction reports

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or College certificate is highly desirable or related experiences in other organizations

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in an organization

6.3 Knowledge

Must have a thorough knowledge of:

- Good understanding of Point of Sale system (POS)
- General knowledge of basic accounting
- Full knowledge of cash register operation
- Good knowledge of menu items, ingredients and pricing

6.4 Skills

- Exceptional knowledge in basic math skills and have the ability to handle money and operate a point-of-sale system
- Ability to speak, read and write the English language
- Excellent professional telephone etiquette

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date

Done
28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 008
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cashier - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cashier - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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2. PURPOSE:

Perform required duty to receive and, disburse money, credit charges in service outlets/reception counters and operates the cash register

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

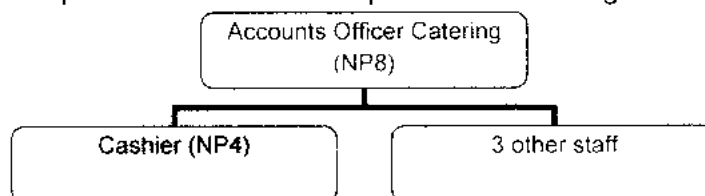
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Take customer orders at the counter
- Receive payments and present change to customers
- Answer phone and make reservations for MPs, staff and visiting guests
- Manage and operate the cash register (POS), including all credit charges, cheque and cash operations
- Ensure a balance of the register at the end of the daily shift or working period
- Prepare bills and present them to guest at the time of the guest's departure. Settle all bills on departure
- Greet the Members (MPs)/guests entering into dining area
- Maintaining monthly, weekly and daily report of transactions

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that report to the Accounts Officer Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Operate cash register and post credit charge dockets at the reception desk/ payment counters of service outlets
- Record all reservations and bookings
- Attend to all Members (MPs), staff and guest at the payment counter/reception desk

5.3 External:

- NA

5.4 Work Environment

- This position requires hours' work associated with use of cash/till register machine and facilitate proper front desk/counter procedures and etiquette
- Administer, promote and maintain accountability and reporting of Catering Services cash transactions

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Public Finance Management Act, Parliament Standing Orders and all other relevant Acts.

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Delivery of high standard front desk Service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with a minimum of supervision
- Meet deadlines of the immediate Supervisor.
- Reconcile and balance-out daily takings and verify billing charges accurately
- Have the capability to use POS system.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to daily cash transaction reports

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or College certificate is highly desirable or related experiences in other organizations

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in an organization

6.3 Knowledge

Must have a thorough knowledge of:

- Good understanding of Point of Sale system (POS)
- General knowledge of basic accounting
- Full knowledge of cash register operation
- Good knowledge of menu items, ingredients and pricing

6.4 Skills

- Exceptional knowledge in basic math skills and have the ability to handle money and operate a point-of-sale system
- Ability to speak, read and write the English language
- Excellent professional telephone etiquette

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

Howe
28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 009
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cashier - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cashier - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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2. PURPOSE:

Perform required duty to receive and, disburse money, credit charges in service outlets/reception counters and operates the cash register

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

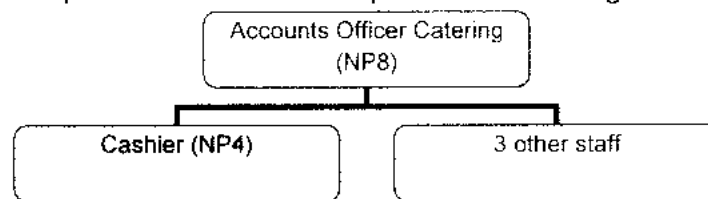
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Take customer orders at the counter
- Receive payments and present change to customers
- Answer phone and make reservations for MPs, staff and visiting guests
- Manage and operate the cash register (POS), including all credit charges, cheque and cash operations
- Ensure a balance of the register at the end of the daily shift or working period
- Prepare bills and present them to guest at the time of the guest's departure. Settle all bills on departure
- Greet the Members (MPs)/guests entering into dining area
- Maintaining monthly, weekly and daily report of transactions

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that report to the Accounts Officer Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Operate cash register and post credit charge dockets at the reception desk/ payment counters of service outlets
- Record all reservations and bookings
- Attend to all Members (MPs), staff and guest at the payment counter/reception desk

5.3 External:

- NA

5.4 Work Environment

- This position requires hours' work associated with use of cash/till register machine and facilitate proper front desk/counter procedures and etiquette
- Administer, promote and maintain accountability and reporting of Catering Services cash transactions

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Public Finance Management Act, Parliament Standing Orders and all other relevant Acts.

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Delivery of high standard front desk Service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with a minimum of supervision.
- Meet deadlines of the immediate Supervisor.
- Reconcile and balance-out daily takings and verify billing charges accurately
- Have the capability to use POS system.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to daily cash transaction reports

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or College certificate is highly desirable or related experiences in other organizations

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in an organization

6.3 Knowledge

Must have a thorough knowledge of:

- Good understanding of Point of Sale system (POS)
- General knowledge of basic accounting
- Full knowledge of cash register operation
- Good knowledge of menu items, ingredients and pricing

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6.4 Skills

- Exceptional knowledge in basic math skills and have the ability to handle money and operate a point-of- sale system
- Ability to speak, read and write the English language
- Excellent professional telephone etiquette

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 010
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Physical Training Officer - GYM (NP08)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Physical Training Officer - GYM
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Administration - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

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2. PURPOSE:

Assist the Director Catering Service provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament catering service through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: NA
Staff: 17 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

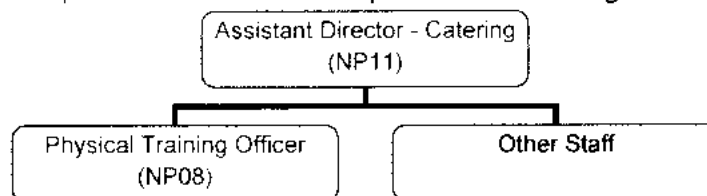
- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Catering Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Discipline officers by taking personal responsibility in initiating and making referral for officers who may have committed a disciplinary offence.

- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the senior two positions that report to the Director Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Provide regular advice to the Director Catering Service on set policies, and Administration of the Catering Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination of the operation of the division.

5.3 External:

- Assist the Director to liaise with suitable suppliers and service providers and other business organizations on operational matters related to catering service
- Assist the Director liaise with other Departments on matters relating to provision of catering service to Members of Parliament, State functions and Ceremonial event functions.

5.4 Work Environment

- This position requires long hours' work associated with the operational functions of the Catering Service.
- Administer, promote and maintain strong communication links and liaison with other appropriate stakeholders to ensure smooth operation of the catering service

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and finance in the administration of the division

Recommendations:

- Make recommendations to the administration on matters relating to the operational matters related to the delivery of catering service

5.6 Challenges

- Provide appropriate catering service advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of catering service.
- Assist the Director to manage the operational aspects of catering service and produce financial reports to Parliament Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Tertiary qualification in Business Studies, Accounting, Bachelor Tourism & Hospitality Management.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the Food and Beverage service and practice
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of good management and leadership.

6.4 Skills

- Ability to lead and manage a team of qualified catering personnel and support staff in the absence of the Director
- Assist the Director to provide strategic leadership, people and financial management and operations of the Catering Service.
- Demonstrate capacity to development and administer activities to achieve quality outcomes and manage conflicting priorities and timeframes.
- Excellent research, planning, advisory and administrative skills with problem-solving skills to enable achieve program objectives.
- Exceptional skills in successful management and administration of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

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Date

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28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 011
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Food Security/Safety Officer, NP10
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Food Security/Safety Officer
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Administration - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG 2 - 18	24/09/18	Abolished / Created

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2. PURPOSE:

Assist the Director Catering Service provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament catering service through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: NA
Staff: 17 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

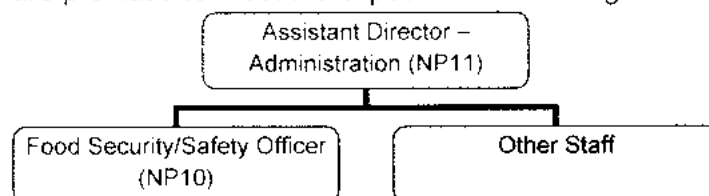
- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Catering Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Discipline officers by taking personal responsibility in initiating and making referral for officers who may have committed a disciplinary offence.

- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the senior two positions that report to the Director Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Provide regular advice to the Director Catering Service on set policies, and Administration of the Catering Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination of the operation of the division.

5.3 External:

- Assist the Director to liaise with suitable suppliers and service providers and other business organizations on operational matters related to catering service
- Assist the Director liaise with other Departments on matters relating to provision of catering service to Members of Parliament, State functions and Ceremonial event functions.

5.4 Work Environment

- This position requires long hours' work associated with the operational functions of the Catering Service.
- Administer, promote and maintain strong communication links and liaison with other appropriate stakeholders to ensure smooth operation of the catering service

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and finance in the administration of the division

Recommendations:

- Make recommendations to the administration on matters relating to the operational matters related to the delivery of catering service

5.6 Challenges

- Provide appropriate catering service advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of catering service.
- Assist the Director to manage the operational aspects of catering service and produce financial reports to Parliament Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Tertiary qualification in Business Studies, Accounting, Bachelor Tourism & Hospitality Management.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the Food and Beverage service and practice
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of good management and leadership.

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6.4 Skills

- Ability to lead and manage a team of qualified catering personnel and support staff in the absence of the Director
- Assist the Director to provide strategic leadership, people and financial management and operations of the Catering Service.
- Demonstrate capacity to development and administer activities to achieve quality outcomes and manage conflicting priorities and timeframes.
- Excellent research, planning, advisory and administrative skills with problem-solving skills to enable achieve program objectives.
- Exceptional skills in successful management and administration of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 012
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Supervisor Laundry - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Supervisor Laundry - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

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28/03/19

2. PURPOSE:

Assist the Director Catering Service provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament catering service through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: NA
Staff: 16 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

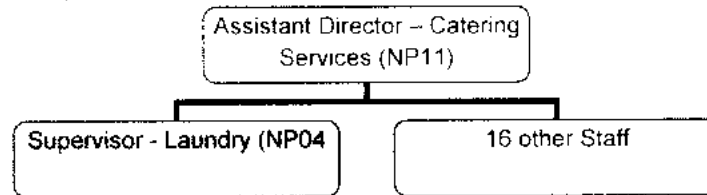
- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Catering Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Discipline officers by taking personal responsibility in initiating and making referral for officers who may have committed a disciplinary offence.

- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the senior two positions that report to the Director Catering Service to ensure quality services are provided to meet the expectation of the organization.



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5.2 Internal:

- Provide regular advice to the Director Catering Service on set policies, and Administration of the Catering Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination of administrative activities within the division.

5.3 External:

- Assist the Director to liaise with suitable suppliers and service providers and other business organizations on administrative matters related to catering service
- Assist the Director liaise with other Departments on matters relating to provision of catering service to Members of Parliament, State functions and Ceremonial event functions.

5.4 Work Environment

- This position requires long hours' work associated with administrative functions of the Catering Service.
- Administer, promote and maintain strong communication links and liaison with other appropriate stakeholders that are vital to ensure efficient catering service delivery.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and finance in the administration of the division

Recommendations:

- Make recommendations to the administration on matters relating to the expenditure of funds for catering service delivery

5.6 Challenges

- Provide appropriate catering service advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of catering service.
- Assist the Director administer and produce financial reports to Parliament Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Tertiary qualification in Business Studies, Accounting, Bachelor Tourism & Hospitality Management.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the Food and Beverage service and practice
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of good management and leadership.

6.4 Skills

- Ability to lead and manage a team of qualified catering personnel and support staff in the absence of the Director
- Assist the Director to provide strategic leadership, people and financial management and administration of the Catering Service.
- Demonstrate capacity to development and administer activities to achieve quality outcomes and manage conflicting priorities and timeframes.
- Excellent research, planning, advisory and administrative skills with problem-solving skills to enable achieve program objectives.
- Exceptional skills in successful management and administration of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

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28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 013
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Seamstress - Catering Service (NP3)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Seamstress - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director Admin - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Perform daily tailoring duties as instructed by the Laundry Supervisor, while adhering to catering rules and procedures. Responsible for maintenance and upkeep of sewing equipment and all areas under his/her control.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

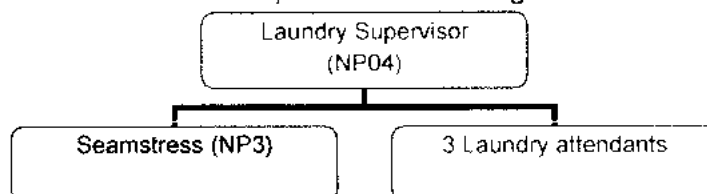
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Perform timely repairs on all items of uniform, linen and upholstery.
- Stitch new uniforms, items of linen and upholstery as per catering specifications.
- Undertake responsibilities of linen/uniform room attendant whenever required.
- Convert discarded linen into usable items for re-circulation
- Inform the laundry supervisor for replenishing sewing supplies
- Keep the tailoring area clean and tidy.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Laundry Supervisor to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide tailoring duties in the laundry area instructed by the Laundry Supervisor.
- Attend to all Members (MPs) and staff queries at the Laundry counter.

5.3 External:

- NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical tailoring works and operation in the laundry

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

5.6 Challenges

- Provide appropriate seaming service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of seaming service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant studies in tailoring is highly desirable

6.2 Experience

- The incumbent must have at least 3-5 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- how to operate sewing machines, ripper or razor blade, hand iron or steamer, and other Buckle provided equipment for alteration purposes
- Excellent ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

6.4 Skills

- Extensive knowledge to Sew and clothing repair skills, including the use of industrial sewing machines, hemming sleeves and pants, minor repairs, installing zippers, etc.
- Excellent Organizational skills including the ability to work with items in queue, managing sewing supplies, and prioritizing and scheduling tasks

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

Jan
28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 014
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Laundry Attendant 2 - Catering Service (NP02)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Laundry Attendant - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Laundry Supervisor - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

[Signature]
28/03/19

2. PURPOSE:

Perform daily laundry duties and be responsible for collecting, cleaning, and pressing staff uniform and guest garments when presented including designated service linens.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

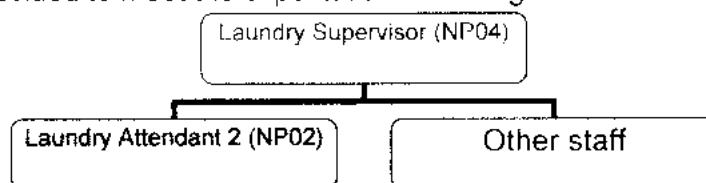
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist with stripping of dirt linen from the service rooms as needed to remove stains from badly soiled linen
- Operate washers and dryers properly as well as ensuring that the correct chemicals (and amounts) are being used
- Wash, clean and iron all table linen, staff uniform and terries
- Fold linens and hang uniforms to catering service standards and keep laundry neat and clean and attend to other duties assigned by Laundry Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Laundry Supervisor to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide laundry duties in the designated area in liaison with the Laundry Supervisor.
- Attend to all Members (MPs) and staff queries at the Laundry counter.

5.3 External:

- NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical laundry work

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Provide appropriate laundry service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of laundry service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of Laundry machines and chemicals.
- Better knowledge to maintain all Health and Safety Standards.
- Good knowledge of stain treatment in order to utilize the best strategies to remove stain from individual items

6.4 Skills

- Extensive skills to Operate and maintain washer, dryer, dry cleaning machine etc.
- Excellent skills to operate and maintain folding equipment, presser and iron.

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature
Employer (or its delegate)

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Date

.....
Signature
Employee

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Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: CAT 015
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Laundry Attendant - Catering Service (NP02)
DIVISION: Corporate and Support Service	LOCAL DESIGNATION: Laundry Attendant - Catering Service
BRANCH: Parliamentary Catering Service	REPORTING TO: Laundry Supervisor - Catering Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

[Signature]
28/03/15

2. PURPOSE:

Perform daily laundry duties and be responsible for collecting, cleaning, and pressing staff uniform and guest garments when presented including designated service linens.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

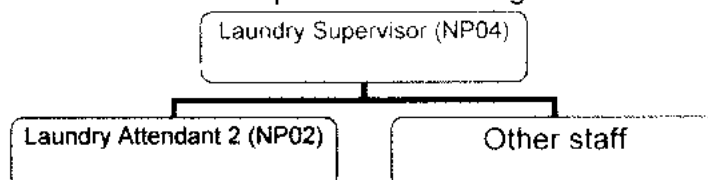
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist with stripping of dirt linen from the service rooms as needed to remove stains from badly soiled linen
- Operate washers and dryers properly as well as ensuring that the correct chemicals (and amounts) are being used
- Wash, clean and iron all table linen, staff uniform and terries
- Fold linens and hang uniforms to catering service standards and keep laundry neat and clean and attend to other duties assigned by Laundry Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Laundry Supervisor to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide laundry duties in the designated area in liaison with the Laundry Supervisor.
- Attend to all Members (MPs) and staff queries at the Laundry counter

5.3 External:

- NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical laundry work

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

None
28/03/19

5.6 Challenges

- Provide appropriate laundry service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of laundry service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of Laundry machines and chemicals.
- Better knowledge to maintain all Health and Safety Standards.
- Good knowledge of stain treatment in order to utilize the best strategies to remove stain from individual items

6.4 Skills

- Extensive skills to Operate and maintain washer, dryer, dry cleaning machine etc.
- Excellent skills to operate and maintain folding equipment, presser and iron.

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 016
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Laundry Attendant - Catering Service (NP02)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Laundry Attendant - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Laundry Supervisor - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Perform daily laundry duties and be responsible for collecting, cleaning, and pressing staff uniform and guest garments when presented including designated service linens.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

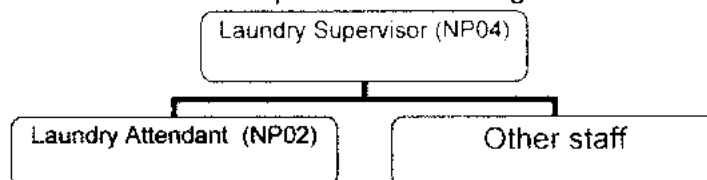
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist with stripping of dirt linen from the service rooms as needed to remove stains from badly soiled linen
- Operate washers and dryers properly as well as ensuring that the correct chemicals (and amounts) are being used
- Wash, clean and iron all table linen, staff uniform and terries
- Fold linens and hang uniforms to catering service standards and keep laundry neat and clean and attend to other duties assigned by Laundry Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Laundry Supervisor to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide laundry duties in the designated area in liaison with the Laundry Supervisor.
- Attend to all Members (MPs) and staff queries at the Laundry counter.

5.3 External:

- NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical laundry work

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

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28/03/19

5.6 Challenges

- Provide appropriate laundry service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of laundry service.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of Laundry machines and chemicals.
- Better knowledge to maintain all Health and Safety Standards.
- Good knowledge of stain treatment in order to utilize the best strategies to remove stain from individual items

6.4 Skills

- Extensive skills to Operate and maintain washer, dryer, dry cleaning machine etc.
- Excellent skills to operate and maintain folding equipment, presser and iron.

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 018
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cleaner – Catering Service (NPU2)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cleaner - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Laundry Supervisor - Catering Service
	INCUMBENT: <i>[Signature]</i> 28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Keep Refreshment Rooms and buildings clean and in hygienic condition by performing cleaning duties, such as gardens, floors, shampooing rugs, washing walls and glass, and removing rubbish..

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

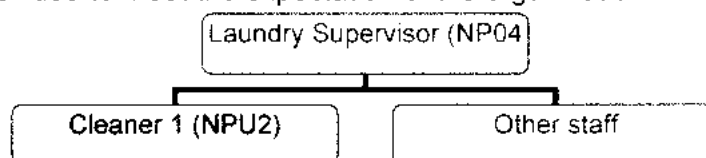
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist with stripping of dirt linen from the service rooms as needed to remove stains from badly soiled linen
- Operate washers and dryers properly as well as ensuring that the correct chemicals (and amounts) are being used
- Wash, clean and iron all table linen, staff uniform and terries
- Fold linens and hang uniforms to catering service standards and keep laundry neat and clean and attend to other duties assigned by Laundry Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Laundry Supervisor to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide general cleaning duties in all communal areas and landscape works of C-Block.
- Record and maintain all incoming and outgoing cleaning supplies.
- Attend to other specific cleaning and sanitation tasks when arise

5.3 External:

- NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical cleaning work when handling various cleaning chemicals and equipment

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

5.6 Challenges

- Provide appropriate cleaning service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of cleaning service.
- Ability to perform assigned duties with attention to detail, speed, and in timely manner under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of cleaning equipment and machine, and chemicals.
- Better knowledge to maintain all Health and Safety Standards.
- Good knowledge of stain treatment in order to utilize the best strategies to maintain cleanliness of the Parliament precincts.

6.4 Skills

- Extensive skills to Operate and maintain washer, dryer, dry cleaning machine etc.
- Excellent skills to operate and maintain folding equipment. and chemicals

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature

Employer (or its delegate)

Signature

Employee

Date

Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 019
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cleaner – Catering Service (NPU2)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cleaner - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Laundry Supervisor - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Keep Refreshment Rooms and buildings clean and in hygienic condition by performing cleaning duties, such as gardens, floors, shampooing rugs, washing walls and glass, and removing rubbish..

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

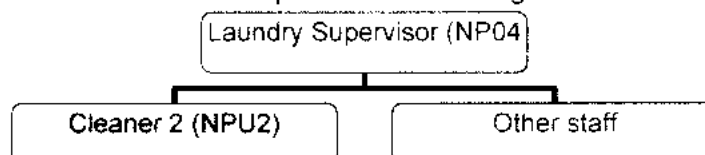
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist with stripping of dirt linen from the service rooms as needed to remove stains from badly soiled linen
- Operate washers and dryers properly as well as ensuring that the correct chemicals (and amounts) are being used
- Wash, clean and iron all table linen, staff uniform and terries
- Fold linens and hang uniforms to catering service standards and keep laundry neat and clean and attend to other duties assigned by Laundry Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Laundry Supervisor to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide general cleaning duties in all communal areas and landscape works of C-Block.
- Record and maintain all incoming and outgoing cleaning supplies.
- Attend to other specific cleaning and sanitation tasks when arise

5.3 External:

- NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical cleaning work when handling various cleaning chemicals and equipment

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

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28/03/19

5.6 Challenges

- Provide appropriate cleaning service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of cleaning service.
- Ability to perform assigned duties with attention to detail, speed, and in timely manner under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of cleaning equipment and machine, and chemicals.
- Better knowledge to maintain all Health and Safety Standards.
- Good knowledge of stain treatment in order to utilize the best strategies to maintain cleanliness of the Parliament precincts.

6.4 Skills

- Extensive skills to Operate and maintain washer, dryer, dry cleaning machine etc.
- Excellent skills to operate and maintain folding equipment, and chemicals

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

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Date

.....
Signature
Employee

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Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 020
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Assistant Director Operation – Food & Beverages (NP11)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Assistant Director Operation – Food & Beverages
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

2. PURPOSE:

Assist the Director Catering Service provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament catering service through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: NA
Staff: 17 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

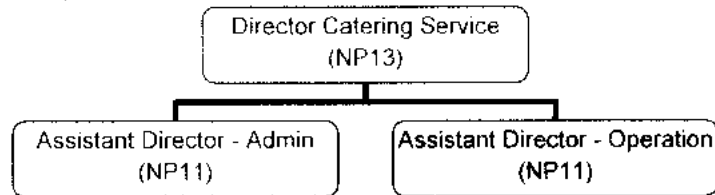
- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Catering Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Discipline officers by taking personal responsibility in initiating and making referral for officers who may have committed a disciplinary offence.

- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the senior two positions that report to the Director Catering Service to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide regular advice to the Director Catering Service on set policies, and Administration of the Catering Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination of the operation of the division.

5.3 External:

- Assist the Director to liaise with suitable suppliers and service providers and other business organizations on operational matters related to catering service
- Assist the Director liaise with other Departments on matters relating to provision of catering service to Members of Parliament, State functions and Ceremonial event functions.

5.4 Work Environment

- This position requires long hours' work associated with the operational functions of the Catering Service.
- Administer, promote and maintain strong communication links and liaison with other appropriate stakeholders to ensure smooth operation of the catering service

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and finance in the administration of the division

Recommendations:

- Make recommendations to the administration on matters relating to the operational matters related to the delivery of catering service

5.6 Challenges

- Provide appropriate catering service advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of catering service.
- Assist the Director to manage the operational aspects of catering service and produce financial reports to Parliament Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Tertiary qualification in Business Studies, Accounting, Bachelor Tourism & Hospitality Management.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in the Catering Industry within Papua New Guinea and abroad.

6.3 Knowledge

Must have a thorough knowledge of:

- In-depth understanding of the Food and Beverage service and practice
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- Sound knowledge of principles and practices of good management and leadership.

6.4 Skills

- Ability to lead and manage a team of qualified catering personnel and support staff in the absence of the Director
- Assist the Director to provide strategic leadership, people and financial management and operations of the Catering Service.
- Demonstrate capacity to development and administer activities to achieve quality outcomes and manage conflicting priorities and timeframes.
- Excellent research, planning, advisory and administrative skills with problem-solving skills to enable achieve program objectives.
- Exceptional skills in successful management and administration of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date

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28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 021
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Coordinator Conference, (NP08)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Coordinator Conference
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director – Operations
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Apprentice is learning the trade and is moved to each of the parties to gain knowledge of all sections in the kitchen.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

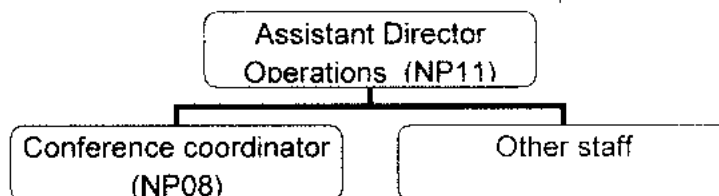
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of functions
- Coordinate, plan and organize functions
- Perform any other duties that is required by the Director
- Meeting with clients.
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Assistant Director - Operations to ensure accountability that on the coordination activities of conferences to be held in the precincts of the C-Block.



5.2 Internal:

- Provide high quality support services to organization and clients
- Attend to all client's queries
- Have fair and honest work relationship with the staff and management team.
- Liaise with chiefs for functions menu.

5.3 External:

- Liaise with clients and service providers.
- Booking confirmations with clients

5.4 Work Environment

- 6 This position is a management position and requires coordinated operational procedures at all times and display professional conduct.

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

John
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- All functions payment must be paid.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the activities of the Catering Service

7. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 022
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: OIC - Food & Beverage (NP08)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: OIC - Food & Beverage
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Assistant Director – Operations
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

[Signature]
28/03/19

2. PURPOSE:

The position reports to the Assistant Director Operations and is responsible for overseeing the allocation of staff undertaking purchasing, recording stock data and its consumption

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

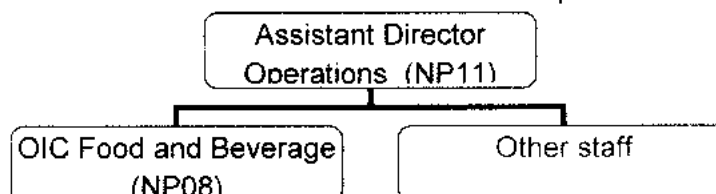
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the operations of the bar and restaurants
- Meeting with clients.
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Assistant Director - Operations to ensure accountability that on the coordination activities of conferences to be held in the precincts of the C-Block.



5.2 Internal:

- Provide high quality support services to organization and clients
- Attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a management position and requires coordinated operational procedures at all times and display professional conduct.

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Bon
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- All food and beverages must be paid.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 023
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Attendant Banquet - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Attendant Banquet - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Conference Coordinator Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

The position reports to the Conference Coordinator and assists the OIC Food & Beverages and Coordinator Functions and also oversees the setting up of banquet in function rooms, carry trays, serves guests and clean up function rooms

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

Done
28/03/19

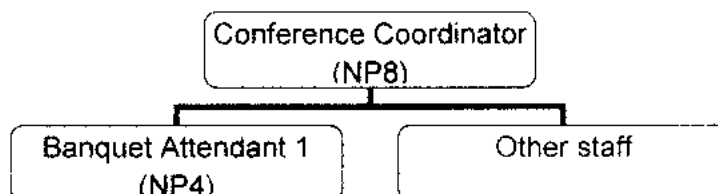
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Conference Coordinator to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/17

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 024
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Attendant Banquet - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Attendant Banquet - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Conference Coordinator Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Done
28/03/19

2. PURPOSE:

The position reports to the Conference Coordinator and assists the OIC Food & Beverages and Coordinator Functions and also oversees the setting up of banquet in function rooms, carry trays, serves guests and clean up function rooms

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

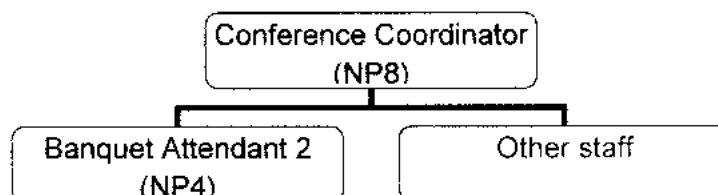
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Conference Coordinator to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 025
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Head Waiter – Food & Beverages (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Head Waiter – Food & Beverages
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Conference Coordinator Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

28/03/19

2. PURPOSE:

The position reports to the Conference Coordinator and assists the OIC Food & Beverages and Coordinator Functions and also oversees the setting up of banquet in function rooms, carry trays, serves guests and clean up function rooms

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

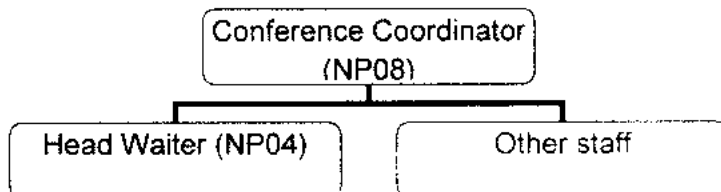
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Conference Coordinator to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

J. Dine
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Date

.....
Signature
Employee

.....
Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 026
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Waiter 1 - Catering Service (NP03)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Waiter - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Head Waiter Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Perform as Waiter to all Parliamentary Service Staff, Members, Member Staff and other Guest in providing all waiter services that are being performed by hospitality industries

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

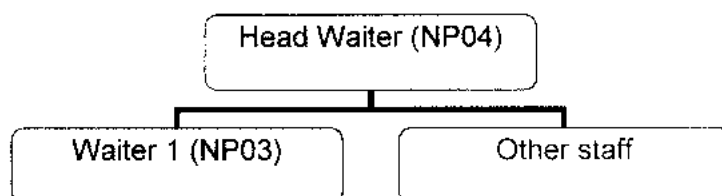
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 4 positions that reports to the Head Waiter to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Jhona
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7 STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....	Signature	Signature
.....	Employer (or its delegate)	Employee
.....	Date	Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 027
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Waiter 2 - Catering Service (NP03)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Waiter - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Head Waiter Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Done
28/03/19

2. PURPOSE:

Perform as Waiter to all Parliamentary Service Staff, Members, Member Staff and other Guest in providing all waiter services that are being performed by hospitality industries

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

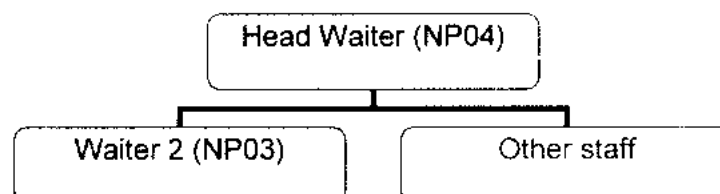
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 4 positions that reports to the Head Waiter to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Handwritten signature
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 028
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Waiter 3 - Catering Service (NP03)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Waiter - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Head Waiter Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

John
28/03/19

2. PURPOSE:

Perform as Waiter to all Parliamentary Service Staff, Members, Member Staff and other Guest in providing all waiter services that are being performed by hospitality industries

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

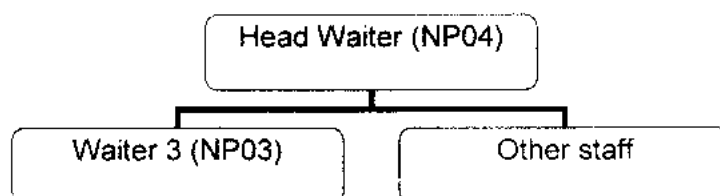
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 4 positions that reports to the Head Waiter to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Mon
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 029
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Waiter 4 - Catering Service (NP03)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Waiter - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Head Waiter Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Perform as Waiter to all Parliamentary Service Staff, Members, Member Staff and other Guest in providing all waiter services that are being performed by hospitality industries

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

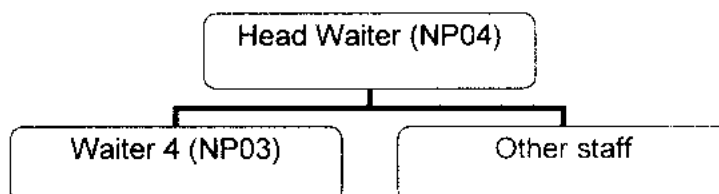
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 4 positions that reports to the Head Waiter to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

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Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service		POSITION NUMBER: CAT 030
DIVISION: Corporate and Support Service		DESIGNATION/CLASSIFICATION: Waiter 5 - Catering Service (NP03)
BRANCH: Parliamentary Catering Service		LOCAL DESIGNATION: Waiter - Catering Service
LOCATION: Parliament House, Waigani, NCD		REPORTING TO: Head Waiter Catering Service
		INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Done
28/03/19

2. PURPOSE:

Perform as Waiter to all Parliamentary Service Staff, Members, Member Staff and other Guest in providing all waiter services that are being performed by hospitality industries

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

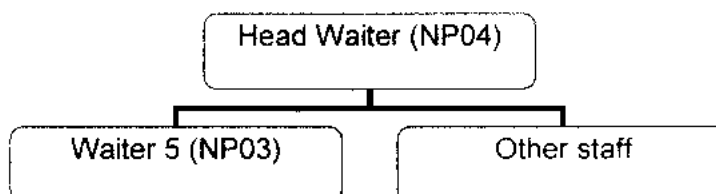
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of client's orders
- Supervises the hospitality accorded to guests in the bar and restaurants
- Present menu to clients for choice of food or beverage to be served
- Perform any other duties that is required by supervisor
- Meeting with clients and attend to queries
- Perform any other duties that is required by the Director and or Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 4 positions that reports to the Head Waiter to ensure accountability that on the coordination activities of food and beverage service provided to guests or designated outlets.



5.2 Internal:

- Provide high quality support services to organization and clients
- Meet and attend to all client's queries
- Have fair and honest work relationship with the staff and management team.

5.3 External:

- Liaise with clients and service providers.

5.4 Work Environment

- 6 This position is a position that requires coordinated operational procedures at all and possess high quality professional conduct

6.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

7/28/03/19

6.5 Challenges

- This position requires high standard support services.
- Meet deadlines of the immediate Supervisor, management and clients.
- Ensuring that all food and beverages is paid up service
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the food and beverages of the Catering Service

7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Some training in Tourism and Hospitality is required. A Certificate/Diploma would be an advantage and other relevant work experiences in the organization or outside.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of functions procedures
- Extensive knowledge of food and beverages operations
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 031
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Supervisor Bar - Catering Service (NP4)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Supervisor Bar - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: OIC Food and Beverage - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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28/03/19

2. PURPOSE:

Performs a supervisory role in monitoring and supervising all beverage outlet and the bar men and beverages issued.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

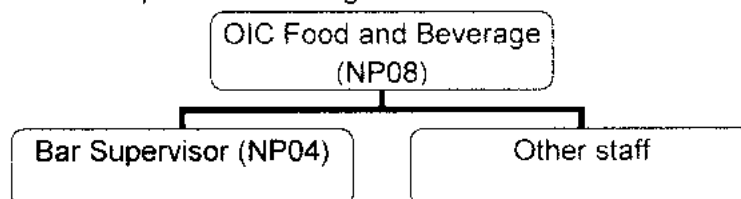
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Coordinate purchasing of beverages
- Ensure quality and efficient bar service is provided to guests
- Supervise coordination of efficient service delivery to the guests
- Maintain bar manners and keep accurate notes of guests needs and requests
- Ensure guests are in a friendly atmosphere enjoying bar services
- Perform any other duties that is required by supervisor
- Keeps records of daily bar issues and provide daily and monthly bar sales report
- Provide monthly report on the bar sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that report to OIC Food and Beverage to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- Provide supervisory bar service duties to the bar men serving guest at the C-Block functions
- Record and maintain records of guest's opinion of bar service provided.
- Attend to other specific bar duties as directed by supervisors

5.3 External:

- NA

5.4 Work Environment

- This position requires pleasant personality to provide bar service duties to guests in a pleasant atmosphere for guests to enjoy hospitality

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

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28/03/19

5.6 Challenges

- Provide appropriate bar service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.
- Ability to perform assigned duties with attention to details under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification in hospitality industry

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of bar services and supervisory
- Extensive knowledge of bar operations
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7 STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 032
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Bar Attendant 1 - Catering Service (NP3)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Bar Attendant - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Chef - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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28/03/19

2. PURPOSE:

Perform service duties as an attendant to house guest at functions organized by State Dignitaries, Government Organization, Members of Parliament and Management of the Parliamentary Service

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

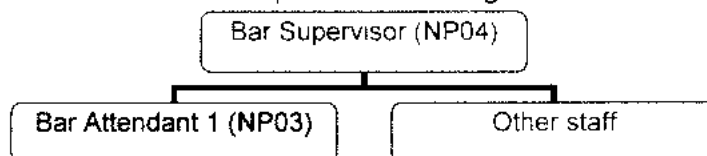
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of guest in attendance and serve.
- Provide efficient bar service.
- Coordinate, deliver efficient service to the guests
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Record all discussions/phone calls accurately for the Manager and staff.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by the guests or supervisors.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Bar Supervisor to ensure quality services are provided to meet the expectation of the guests.



5.2 Internal:

- Provide general bar service duties to guest at the C-Block attending functions
- Record and maintain records of guest's opinion of bar service provided.
- Attend to other specific bar duties as directed by supervisors

5.3 External:

- NA

5.4 Work Environment

- This position requires pleasant personality to provide bar service duties to guests in a pleasant atmosphere for guests to enjoy hospitality

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

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28/03/19

5.6 Challenges

- Provide appropriate bar service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.
- Ability to perform assigned duties with attention to details under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification in hospitality industry

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of bar service.
- Better knowledge to maintain all Health and Safety Standards in delivering bar service.

6.4 Skills

- Hospitality service skills and
- Personality skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

POSITION NUMBER:

CAT 033

DEPARTMENT:

Parliamentary Service

DESIGNATION/CLASSIFICATION:

Bar Attendant 2 - Catering Service (NP3)

DIVISION:

Corporate and Support Service

LOCAL DESIGNATION:

Bar Attendant - Catering Service

BRANCH:

Parliamentary Catering Service

REPORTING TO:

Executive Chef - Catering Service

LOCATION:

Parliament House, Waigani, NCD

INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

Perform service duties as an attendant to house guest at functions organized by State Dignitaries, Government Organization, Members of Parliament and Management of the Parliamentary Service

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

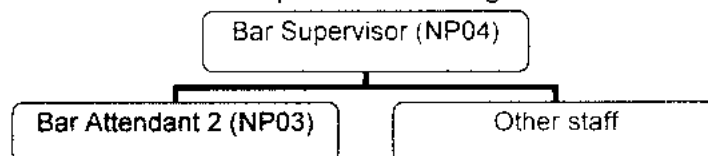
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of guest in attendance and serve.
- Provide efficient bar service.
- Coordinate, deliver efficient service to the guests
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Record all discussions/phone calls accurately for the Manager and staff.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by the guests or supervisors.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Bar Supervisor to ensure quality services are provided to meet the expectation of the guests.



5.2 Internal:

- Provide general bar service duties to guest at the C-Block attending functions
- Record and maintain records of guest's opinion of bar service provided.
- Attend to other specific bar duties as directed by supervisors

5.3 External:

- NA

5.4 Work Environment

- This position requires pleasant personality to provide bar service duties to guests in a pleasant atmosphere for guests to enjoy hospitality

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

1/20/19

5.6 Challenges

- Provide appropriate bar service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.
- Ability to perform assigned duties with attention to details under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification in hospitality industry

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of bar service.
- Better knowledge to maintain all Health and Safety Standards in delivering bar service.

6.4 Skills

- Hospitality service skills and
- Personality skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 034
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Bar Attendant 3 - Catering Service (NP3)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Bar Attendant - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Chef - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/15

2. PURPOSE:

Perform service duties as an attendant to house guest at functions organized by State Dignitaries, Government Organization, Members of Parliament and Management of the Parliamentary Service

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

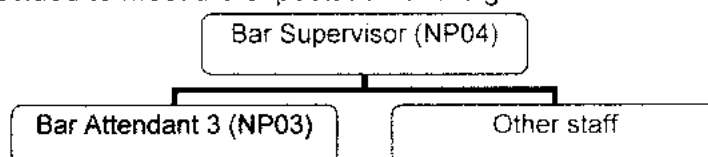
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of guest in attendance and serve.
- Provide efficient bar service.
- Coordinate, deliver efficient service to the guests
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Record all discussions/phone calls accurately for the Manager and staff.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by the guests or supervisors.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Bar Supervisor to ensure quality services are provided to meet the expectation of the guests.



5.2 Internal:

- Provide general bar service duties to guest at the C-Block attending functions
- Record and maintain records of guest's opinion of bar service provided.
- Attend to other specific bar duties as directed by supervisors

5.3 External:

- NA

5.4 Work Environment

- This position requires pleasant personality to provide bar service duties to guests in a pleasant atmosphere for guests to enjoy hospitality

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Handwritten signature and date: 28/03/19

5.6 Challenges

- Provide appropriate bar service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.
- Ability to perform assigned duties with attention to details under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification in hospitality industry

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of bar service.
- Better knowledge to maintain all Health and Safety Standards in delivering bar service.

6.4 Skills

- Hospitality service skills and
- Personality skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 035
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Bar Attendant 4- Catering Service (NP3)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Bar Attendant - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Chef - Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

[Signature]
28/02/19

2. PURPOSE:

Perform service duties as an attendant to house guest at functions organized by State Dignitaries, Government Organization, Members of Parliament and Management of the Parliamentary Service

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

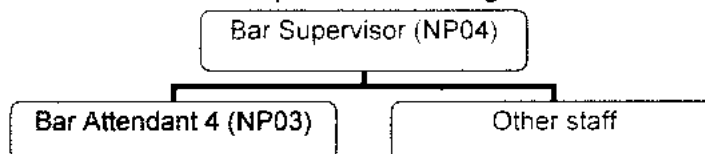
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of guest in attendance and serve.
- Provide efficient bar service.
- Coordinate, deliver efficient service to the guests
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Record all discussions/phone calls accurately for the Manager and staff.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by the guests or supersors.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four (4) positions that report to the Bar Supervisor to ensure quality services are provided to meet the expectation of the guests.



5.2 Internal:

- Provide general bar service duties to guest at the C-Block attending functions
- Record and maintain records of guest's opinion of bar service provided.
- Attend to other specific bar duties as directed by supervisors

5.3 External:

- NA

5.4 Work Environment

- This position requires pleasant personality to provide bar service duties to guests in a pleasant atmosphere for guests to enjoy hospitality

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

5.6 Challenges

- Provide appropriate bar service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.
- Ability to perform assigned duties with attention to details under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification in hospitality industry

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of bar service.
- Better knowledge to maintain all Health and Safety Standards in delivering bar service.

6.4 Skills

- Hospitality service skills and
- Personality skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

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Date

.....
Signature
Employee

.....
Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 036
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Executive Chef - Catering Service (NP11)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Executive Chef - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

Perform administrative duties and lead, direct and organise the kitchen, compile the different service type service menu, food costing, purchase of food stocks, purchase of equipment, food stock reports, food quotes and kitchen hygiene

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

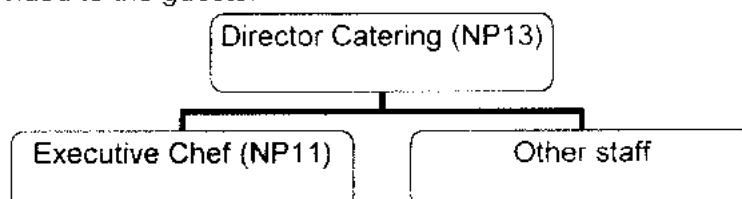
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Coordinate purchasing of food and beverages and record purchases, invoices, quotations, Purchase Orders and deliveries.
- Coordinate function menus and keep records in file
- Ensure quality and efficient catering service are provided to guests
- Supervise coordination staff attendance, job allocations, rosters and overtime
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is position reports to Director Catering Services to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The executive works with the Head Chef and Sous Chefs to execute food production.
- Works with the Manager, the Assistant Manager and the Function Coordinator for food and beverages services.
- Follow up with accounts for payments to service providers.

5.3 External:

- Liaising with sergeant at arms for refreshment and events for Government business
- Dealing with a lot of suppliers for food and equipment purchasing and also deals with equipment maintenance.

5.4 Work Environment

- The work environment is administrative and technical and the Executive Chef is required to be involved in food production with the service staff

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- The selection of Service providers involved in supply of food and beverage

Recommendations:

- In liaison with the Director make recommendation for the best available options to deal with service providers of food and beverage

*How
28/03/19*

5.6 Challenges

- The executive chef must maintain all the supplies of food stock availability and must also meet month end stock report for the Director Catering Service.
- All selected menus and quotes must be available.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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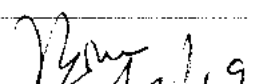
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28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service		POSITION NUMBER: CAT 038
DIVISION: Corporate and Support Service		DESIGNATION/CLASSIFICATION: Head Chef - Catering Service (NP09)
BRANCH: Parliamentary Catering Service		LOCAL DESIGNATION: Head Chef - Catering Service
LOCATION: Parliament House, Waigani, NCD		REPORTING TO: Director Catering Service
		INCUMBENT: 

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

Head Chef is assistant the Executive Chef on his absence and he carry out all food operations Perform administrative duties and lead, direct and organise the kitchen, compile the different service type service menu, food costing, purchase of food stocks, purchase of equipment, food stock reports, food quotes and kitchen hygiene

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

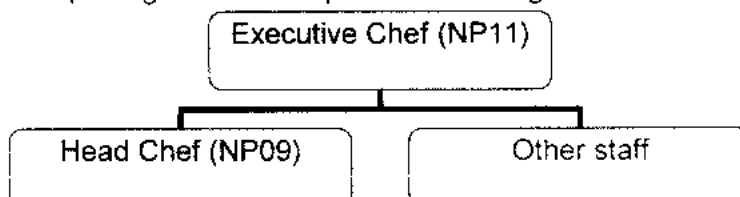
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Coordinate purchasing of food and beverages and record purchases, invoices, quotations, Purchase Orders and deliveries.
- Coordinate function menus and keep records in file
- Ensure quality and efficient catering service are provided to guests
- Supervise coordination staff attendance, job allocations, rosters and overtime
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is position reports to Executive Chef and Director Catering Services to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The executive works with the Head Chef and Sous Chefs to execute food production.
- Works with the Director, the Assistant Director and the Function Coordinator for food and beverages services.
- Assist follow up with accounts for payments to service providers. Delegates task to sous chefs, chef de parte, demi chefs and service staffs

5.3 External:

- Liaising with sergeant at arms for refreshment and events for Government business
- Dealing with a lot of suppliers for food and equipment purchasing and also deals with equipment maintenance.

5.4 Work Environment

- The work environment is administrative and technical and the Head Chef in assisting the Executive Chef is required to be involved in food production with the service staff

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- Assist the Executive Chef in the selection of Service providers involved in supply of food and beverage

Recommendations:

- In liaison with the Executive Chef make recommendation for the best available options to deal with service providers of food and beverage

Handwritten signature and date: 28/03/19

5.6 Challenges

- The Head Chef assists the Executive chef to maintain supplies of food stock availability and write end of month stock report for the Director Catering Service.
- All selected menus and quotes must be available.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of bar service.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 10-15 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

How
28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 039
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Sous Chef 1 - Catering Service (NP08)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Sous Chef - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Head Chef Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

John
28/03/19

2. PURPOSE:

The sous chef relieves the head chef when either off duty, recreation leave or is absent for other reasons. The position serves as the Head chef's right-hand person providing supervisory role to the running of the Kitchen. In large kitchens there may be several sous chefs with specific responsibility for separate service such as banquets, grill room, etc

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

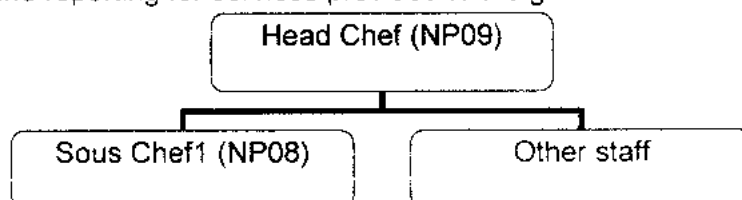
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Coordinate purchasing of food and beverages and record purchases, invoices, quotations, Purchase Orders and deliveries.
- Coordinate function menus and keep records in file
- Ensure quality and efficient catering service are provided to guests
- Supervise coordination staff attendance, job allocations, rosters and overtime
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Ensure guests are in a friendly atmosphere enjoying bar services.
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Head Chef and the Executive Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The executive works with the Sous and Sous Chefs to execute food production.
- Works with the Director, the Assistant Director and the Function Coordinator for food and beverages services.
- Provides food preparation and task for outlets
- Attend to all dockets and service provided
- Liaise with waiters' service staff

5.3 External:

- NA

5.4 Work Environment

- The work environment is administrative and technical and the Sous Chef assists the Head Chef in food production with the catering service staff
- Sous chefs work around with kitchen staffs and service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- Assist the Head Chef in the selection of menu and food and beverage for preparation and consumption

Recommendations:

- In liaison with the Head Chef make recommendation for the best available options to deal with service providers menu of food and beverage

Handwritten signature and date: 28/03/19

5.6 Challenges

- The Sous Chef assists the Head chef to maintain supplies of food stock availability and write end of month stock report for the Director Catering Service.
- Writing up menus of food and beverage that is of high demand by guests
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision food and beverage menu service

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature
Employer (or its delegate)

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Date

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Signature
Employee

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Date

2/June
28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 040
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Sous Chef 2 - Catering Service (NP08)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Sous Chef - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Head Chef Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

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2. PURPOSE:

The sous chef relieves the head chef when either off duty, recreation leave or is absent for other reasons. The position serves as the Head chef's right-hand person providing supervisory role to the running of the Kitchen. In large kitchens there may be several sous chefs with specific responsibility for separate service such as banquets, grill room, etc

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

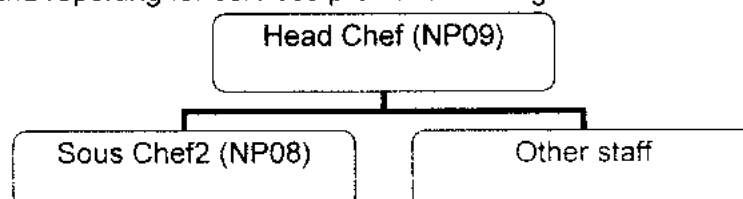
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Coordinate purchasing of food and beverages and record purchases, invoices, quotations, Purchase Orders and deliveries.
- Coordinate function menus and keep records in file
- Ensure quality and efficient catering service are provided to guests
- Supervise coordination staff attendance, job allocations, rosters and overtime
- Maintain bar manners and keep accurate notes of guests needs and requests.
- Ensure guests are in a friendly atmosphere enjoying bar services
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Head Chef and the Executive Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The executive works with the Sous and Sous Chefs to execute food production.
- Works with the Director, the Assistant Director and the Function Coordinator for food and beverages services.
- Provides food preparation and task for outlets
- Attend to all dockets and service provided
- Liaise with waiters' service staff

5.3 External:

- NA

5.4 Work Environment

- The work environment is administrative and technical and the Sous Chef assists the Head Chef in food production with the catering service staff
- Sous chefs work around with kitchen staffs and service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- Assist the Head Chef in the selection of menu and food and beverage for preparation and consumption

Recommendations:

- In liaison with the Head Chef make recommendation for the best available options to deal with service providers menu of food and beverage

Manager
28/03/19

5.6 Challenges

- The Sous Chef assists the Head chef to maintain supplies of food stock availability and write end of month stock report for the Director Catering Service.
- Writing up menus of food and beverage that is of high demand by guests
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision food and beverage menu service

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7 STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

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Signature
Employee

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Date

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Date

Yamir
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

POSITION NUMBER:

CAT 041

DESIGNATION/CLASSIFICATION:

Chef de Parte 1- Catering Service (NP06)

LOCAL DESIGNATION:

Chef de Parte - Catering Service

REPORTING TO:

Sous Chef Catering Service

INCUMBENT:

DEPARTMENT:

Parliamentary Service

DIVISION:

Corporate and Support Service

BRANCH:

Parliamentary Catering Service

LOCATION:

Parliament House, Waigani, NCD

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

This position serves as the backbone of the kitchen in the preparation and delivery of meals for consumption. Serves as the right-hand of the Sous Chef in organising and delegating work in the kitchen to the kitchen hands

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

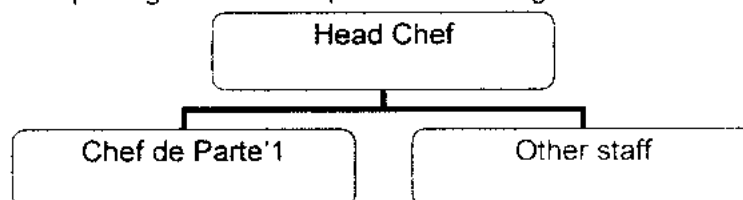
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Sous Chef and the Head Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The Chef de Parte works with the Sous Chefs to execute food production in the kitchen.
- Provides food preparation and task for outlets
- Liaise with waiters' service staff

5.3 External:

- NA

5.4 Work Environment

- The Chef de Parte assists the Sous Chef in food production with the catering service staff around the kitchen to prepare and delivery food for consumption
- Chef de Parte work around with kitchen and catering service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Handwritten signature and date: 28/03/19

5.6 Challenges

- The Chef de Parte assists the Sous Chef to maintain preparation of food production in the kitchen for consumption
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of.

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

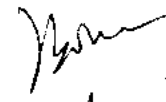
I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

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Date

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Signature
Employee

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Date


28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 042
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Chef de Parte 2- Catering Service (NP06)
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Chef de Parte - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Sous Chef Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

This position serves as the backbone of the kitchen in the preparation and delivery of meals for consumption. Serves as the right-hand of the Sous Chef in organising and delegating work in the kitchen to the kitchen hands

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

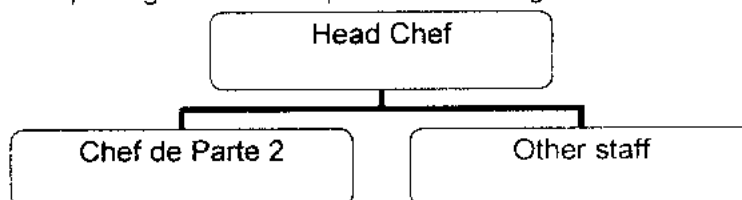
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Sous Chef and the Head Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The Chef de Parte works with the Sous Chefs to execute food production in the kitchen.
- Provides food preparation and task for outlets
- Liaise with waiters' service staff

5.3 External:

- NA

5.4 Work Environment

- The Chef de Parte assists the Sous Chef in food production with the catering service staff around the kitchen to prepare and delivery food for consumption
- Chef de Parte work around with kitchen and catering service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

5.6 Challenges

- The Chef de Parte assists the Sous Chef to maintain preparation of food production in the kitchen for consumption
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of.

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

May
28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 044
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Demi Chef – Dining, NP06
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Demi Chef - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Chef De Parte Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

This position reports to the chef de partie for food preparation task and works with assistance cooks for efficiently delivery of food to service outlets. Takes responsibilities in ladder, sauce and vegetable preparation for food outlets

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

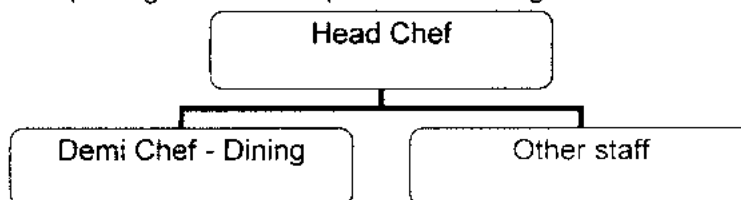
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Sous Chef and the Head Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The Demi Chef works with the Chef de Parte and assistant cooks to execute food production in the kitchen.
- Provides food preparation and task for outlets
- Liaise with chef de partie for daily food preparation task

5.3 External:

- NA

5.4 Work Environment

- The Demi Chef assists the Chef de Parte in food preparation and delivery to food outlets
- Demi Chef works with the Chef de Parte around with kitchen and catering service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

5.6 Challenges

- The Demi Chef assists the Chef de Parte to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

..... Signature Employer (or its delegate) Signature Employee
..... Date Date

Mos
28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 045
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Demi Chef – Banquets, NP06
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Demi Chef - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Chef De Parte Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

This position reports to the chef de partie for food preparation task and works with assistance cooks for efficiently delivery of food to service outlets. Takes responsibilities in ladder, sauce and vegetable preparation for food outlets

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

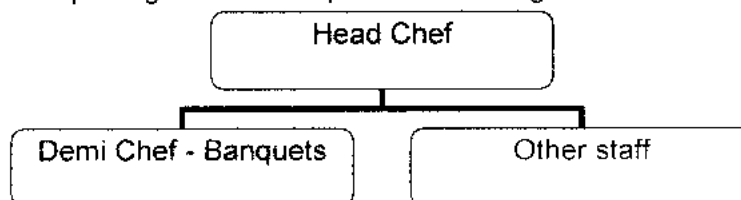
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Sous Chef and the Head Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The Demi Chef works with the Chef de Parte and assistant cooks to execute food production in the kitchen
- Provides food preparation and task for outlets
- Liaise with chef de partie for daily food preparation task

5.3 External:

- NA

5.4 Work Environment

- The Demi Chef assists the Chef de Parte in food preparation and delivery to food outlets
- Demi Chef works with the Chef de Parte around with kitchen and catering service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Done
28/03/19

5.6 Challenges

- The Demi Chef assists the Chef de Parte to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT:

Parliamentary Service

DIVISION:

Corporate and Support Service

BRANCH:

Parliamentary Catering Service

LOCATION:

Parliament House, Waigani, NCD

POSITION NUMBER:

CAT 046

DESIGNATION/CLASSIFICATION:

Demi Chef 3 – Banquets, NP06

LOCAL DESIGNATION:

Demi Chef - Banquets

REPORTING TO:

Chef De Parte Catering Service

INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

This position reports to the chef de partie for food preparation task and works with assistance cooks for efficiently delivery of food to service outlets. Takes responsibilities in ladder, sauce and vegetable preparation for food outlets

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

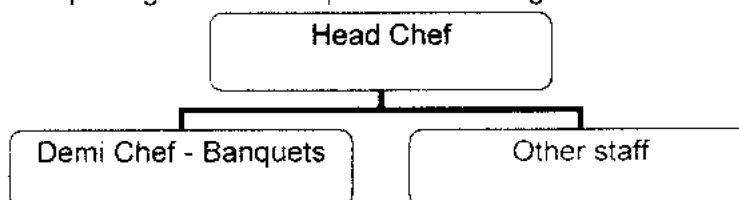
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor
- Provide monthly report on the food and beverage sales to the administration.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that reports to Sous Chef and the Head Chef to ensure accountability and reporting for services provided to the guests.



5.2 Internal:

- The Demi Chef works with the Chef de Parte and assistant cooks to execute food production in the kitchen.
- Provides food preparation and task for outlets
- Liaise with chef de partie for daily food preparation task

5.3 External:

- NA

5.4 Work Environment

- The Demi Chef assists the Chef de Parte in food preparation and delivery to food outlets
- Demi Chef works with the Chef de Parte around with kitchen and catering service staffs

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

Handwritten signature and date: 28/03/19

5.6 Challenges

- The Demi Chef assists the Chef de Parte to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 10 with a Hotel and Catering trade certificate and must have a Diploma in Tourism and Hospitality.

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

Handwritten signature
28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 047
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cook 1- Catering Service, NP03
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cook - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Demi Chef Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

This position assists the Chef De Parte and Demi Chef in food preparation and delivery to food outlets and does all wet dish and normal kitchen duties and cleaning.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

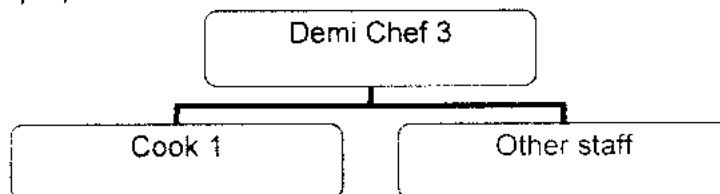
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to Demi Chef and Sous Chef to ensure accountability to prepare and deliver food to outlets.



5.2 Internal:

- The Cook works with the Demi Chef and the Chef de Parte and execute food preparation and production in the kitchen for the food outlets.
- Provides food preparation and task for outlets
- Liaise with all Chefs for daily food preparation task

5.3 External:

- NA

5.4 Work Environment

- The Cook assists all Chefs and Catering staff in food preparation and delivery to food outlets

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- The Cooks work with all Chefs to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 6 or 8 with a Hotel and Catering trade certificate and training in Tourism and Hospitality, would be an advantage

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

Howe
25/03/15

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Date

.....
Signature
Employee

.....
Date



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 048
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Cook 2- Catering Service, NP03
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Cook - Catering Service
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Demi Chef Catering Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

This position assists the Chef De Parte and Demi Chef in food preparation and delivery to food outlets and does all wet dish and normal kitchen duties and cleaning.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

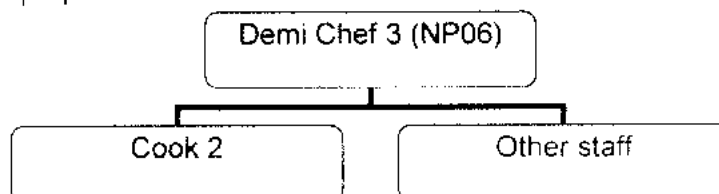
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to Demi Chef and Sous Chef to ensure accountability to prepare and deliver food to outlets.



5.2 Internal:

- The Cook works with the Demi Chef and the Chef de Parte and execute food preparation and production in the kitchen for the food outlets.
- Provides food preparation and task for outlets
- Liaise with all Chefs for daily food preparation task

5.3 External:

- NA

5.4 Work Environment

- The Cook assists all Chefs and Catering staff in food preparation and delivery to food outlets

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- The Cooks work with all Chefs to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 6 or 8 with a Hotel and Catering trade certificate and training in Tourism and Hospitality, would be an advantage

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

Handwritten signature
28/03/19

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION	POSITION NUMBER: CAT 049
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Cook 3- Catering Service, NP03
DIVISION: Corporate and Support Service	LOCAL DESIGNATION: Cook - Catering Service
BRANCH: Parliamentary Catering Service	REPORTING TO: Demi Chef Catering Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

2. PURPOSE:

This position assists the Chef De Parte and Demi Chef in food preparation and delivery to food outlets and does all wet dish and normal kitchen duties and cleaning.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

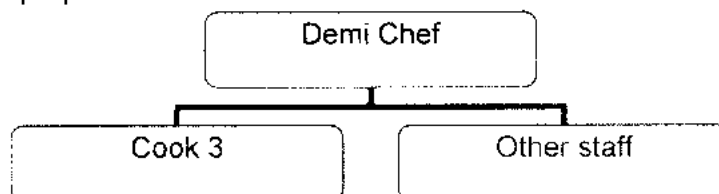
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all food stock for his section
- Accountable for food storage and hygiene
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to Demi Chef and Sous Chef to ensure accountability to prepare and deliver food to outlets.



5.2 Internal:

- The Cook works with the Demi Chef and the Chef de Parte and execute food preparation and production in the kitchen for the food outlets.
- Provides food preparation and task for outlets
- Liaise with all Chefs for daily food preparation task

5.3 External:

- NA

5.4 Work Environment

- The Cook assists all Chefs and Catering staff in food preparation and delivery to food outlets

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- The Cooks work with all Chefs to maintain preparation of food production in the kitchen for designated outlets
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the preparation and delivery of meals in the kitchen.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 6 or 8 with a Hotel and Catering trade certificate and training in Tourism and Hospitality, would be an advantage

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

Handwritten signature
28/03/19

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION	POSITION NUMBER: CAT 051
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Steward 1- Catering Service, NP04
DIVISION: Corporate and Support Service	LOCAL DESIGNATION: Steward - Catering Service
BRANCH: Parliamentary Catering Service	REPORTING TO: Chef De Parte Catering Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

Handwritten signature and date: 28/07/19

2. PURPOSE:

This position Steward (formally called Kitchen Hand) is responsible for cleaning duties like pot washing, plate wash, freezers and cool room cleaning, kitchen floors, dry stores and vegetable peeling and assist in carrying food to food outlets.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all cleanliness of the Kitchen utensils and equipment
- Accountable for food hygiene
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to Chefs to ensure accountability to clean up cooking utensils and equipment and assist deliver food to outlets



5.2 Internal:

- The Steward works with Chefs and Catering staff and execute cleanliness of cooking utensils and equipment and assists in delivering food to designated outlets.
- Liaise with all Chefs for daily cleanliness of the kitchen and related areas

5.3 External:

- NA

5.4 Work Environment

- The Stewards assists all Chefs and Catering staff in the delivery of foods to outlets

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- The work with all Chefs to maintain cleanliness and hygiene of the kitchen and designated areas
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the hygiene and delivery of meals in the kitchen and outlets.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 6 or 8 with a Hotel and Catering trade certificate and training in Tourism and Hospitality, would be an advantage

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

Handwritten signature
28/03/19

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Date

.....
Signature
Employee

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT:

Parliamentary Service

DIVISION:

Corporate and Support Service

BRANCH:

Parliamentary Catering Service

LOCATION:

Parliament House, Waigani, NCD

POSITION NUMBER:

CAT 052

DESIGNATION/CLASSIFICATION:

Steward 2- Catering Service, NP04

LOCAL DESIGNATION:

Steward - Catering Service

REPORTING TO:

Chef De Parte Catering Service

INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

Handwritten signature and date: 28/03/19

2. PURPOSE:

This position Steward (formally called Kitchen Hand) is responsible for cleaning duties like pot washing, plate wash, freezers and cool room cleaning, kitchen floors, dry stores and vegetable peeling and assist in carrying food to food outlets.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

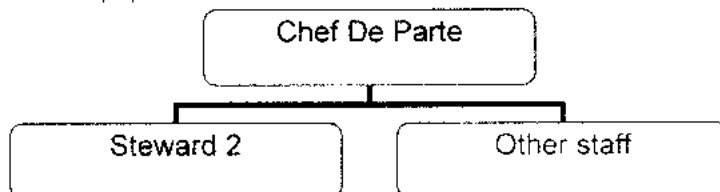
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all cleanliness of the Kitchen utensils and equipment
- Accountable for food hygiene
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to Chefs to ensure accountability to clean up cooking utensils and equipment and assist deliver food to outlets.



5.2 Internal:

- The Steward works with Chefs and Catering staff and execute cleanliness of cooking utensils and equipment and assists in delivering food to designated outlets.
- Liaise with all Chefs for daily cleanliness of the kitchen and related areas

5.3 External:

- NA

5.4 Work Environment

- The Stewards assists all Chefs and Catering staff in the delivery of foods to outlets

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- The work with all Chefs to maintain cleanliness and hygiene of the kitchen and designated areas
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the hygiene and delivery of meals in the kitchen and outlets.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 6 or 8 with a Hotel and Catering trade certificate and training in Tourism and Hospitality, would be an advantage

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

Handwritten signature
28/03/19

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its delegate)

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Date

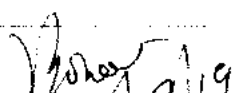
.....
Signature
Employee

.....
Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION	POSITION NUMBER: CAT 053
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Steward 3- Catering Service, NP04
DIVISION: Corporate and Support Service	LOCAL DESIGNATION: Steward - Catering Service
BRANCH: Parliamentary Catering Service	REPORTING TO: Chef De Parte Catering Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: 

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

2. PURPOSE:

This position Steward (formally called Kitchen Hand) is responsible for cleaning duties like pot washing, plate wash, freezers and cool room cleaning, kitchen floors, dry stores and vegetable peeling and assist in carrying food to food outlets.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Accountable for all cleanliness of the Kitchen utensils and equipment
- Accountable for food hygiene
- Perform any other duties that is required by supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to Chefs to ensure accountability to clean up cooking utensils and equipment and assist deliver food to outlets



5.2 Internal:

- The Steward works with Chefs and Catering staff and execute cleanliness of cooking utensils and equipment and assists in delivering food to designated outlets.
- Liaise with all Chefs for daily cleanliness of the kitchen and related areas

5.3 External:

- NA

5.4 Work Environment

- The Stewards assists all Chefs and Catering staff in the delivery of foods to outlets

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic hospitality rules, and manners
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- The work with all Chefs to maintain cleanliness and hygiene of the kitchen and designated areas
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the hygiene and delivery of meals in the kitchen and outlets.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Grade 6 or 8 with a Hotel and Catering trade certificate and training in Tourism and Hospitality, would be an advantage

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- basic kitchen food handling experiences
- Purchasing and book keeping knowledge
- basic Occupational Health and Safety rules
- Strong customer relationship.

6.4 Skills

- Strong communication and interpersonal skills
- Language skills
- Excellent reasoning skills
- Team working skills

Handwritten signature and date: 28/03/19

7 STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date