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

|  |  |
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| POSITION REQUIREMENTS | |
| Purpose | *To provide/assist/manage….* |
| Responsibilities and Duties | * *E.g. Be responsible for ordering of all supplies as required for canteen/kiosk* |
| Knowledge/Skills | * *E.g. Good communication skills* |

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| ADDITIONAL INFORMATION | |
| Required Criminal Checks | * *E.g. WWC* |
| Further recommended checks | * *E.g. conduct reference check* |
| Accreditations | * *E.g. First Aid certificate* |