



TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Receive and store stock</p> <ul style="list-style-type: none"> Receive deliveries Stack and store in designated location Rotate and maintain supplies Perform stock take Order stock as necessary <p>2. Roster and staffing</p> <ul style="list-style-type: none"> Analyse and assess staffing requirements Prepare and review rosters Monitor bar staff levels Train and mentor new staff <p>3. Organise and prepare bar or beverage serve area</p> <ul style="list-style-type: none"> Prepare bar or beverage service area for service Ensure equipment is in working order Prepare drink garnishes (e.g., lemon etc.) <p>4. Serve customers</p> <ul style="list-style-type: none"> Take orders Serve pre-packaged, bottled, canned and other alcoholic and non-alcoholic drinks Serve sundry items and light snacks Open bottles/cans for consumption Mix beverages Transact payment using cash register or EPTPOS facility <p>5. Clean and maintain bar or beverage service area</p> <ul style="list-style-type: none"> Wipe bar and tables Collect rubbish and transfer to rubbish bin Maintain clean premises, shelves, equipment and utensils Clean toilet area, replace paper towels, toilet paper, sweep and mop area <p>6. Develop and update knowledge and follow company procedures</p> <ul style="list-style-type: none"> Participate in internal training opportunities Update skills, knowledge, qualifications and licenses Adhere to health, safety and security procedures Adhere to food safety and hygiene standards Reconcile takings in accordance with procedures Follow all other procedures as outlined and/or requested 	<p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent 3kg to 8kg; Occasional up to 20kg Push/pull: Trolley on hard and/or carpeted surfaces Carrying: Generally less than 10m <p>Mobility</p> <ul style="list-style-type: none"> Walking: Short distances on even surfaces and on uneven surfaces Standing: Dynamic standing <p>Posture – Back</p> <ul style="list-style-type: none"> Bending: Bending or forward flexion of the trunk <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Below and above shoulder height under load Dynamic movement: Dynamic movements of the upper limb under load <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross grasp patterns Hand dexterity: Hand dexterity and coordination to write and operate equipment <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Occasional 	<ul style="list-style-type: none"> Maintain personal presentation standards Intermediate reading comprehension skills Intermediate numerical skills Organisation and time management skills Ability to do multiple tasks concurrently Ability to communicate with peers and customers Ability to work in a team Capacity to resolve conflicts and negotiate with others Follow instructions and take direction Guiding, directing, and motivating peers and frontline staff Providing consultation and advice to others May be exposed to aggressive customers 	<p>Environment</p> <ul style="list-style-type: none"> Bar/dining room/café May fly in aircraft Possible travel to remote locations Possible exposure to extreme heat Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.) Working hours as per site roster requirements <p>Equipment</p> <ul style="list-style-type: none"> Computers and ancillary equipment Telephone (landline and mobile) Cash register Bottle openers Refrigerators Glass washer Kegs and tops Trolleys Pallet jacks – electric/manual May operate vehicles (cars, vans, utes)