



## VACANCY

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|------------------------|---|--|
| <b>REFERENCE NR</b>    | : | <b>VAC00049 &amp; VAC00968</b>                                     |
| <b>JOB TITLE</b>       | : | <b>Catering Attendant X2</b>                                       |
| <b>JOB LEVEL</b>       | : | <b>B1</b>  |
| <b>SALARY</b>          | : | <b>R 113 440 – R 113 440</b>                                       |
| <b>REPORT TO</b>       | : | <b>Supervisor: Hospitality</b>                                     |
| <b>DIVISION</b>        | : | <b>Human Capital Management</b>                                    |
| <b>DEPT</b>            | : | <b>Facilities Management and Physical Security</b>                 |
| <b>LOCATION</b>        | : | <b>SITA Centurion &amp; Erasmuskloof</b>                           |
| <b>POSITION STATUS</b> | : | <b>12 - Months - Fixed Term Contract (Internal &amp; External)</b> |

### Purpose of the job

To efficiently prepare and serve food and beverages in line with acceptable hygienic standards to SITA employees.

### Key Responsibility Areas

Ensure timeous meal/beverage service to customers by preparing, delivering & clear up food & beverage items /cutlery & crockery at tea stations in boulevards, boardrooms, function venues. Replenish and account for utilization of beverage items, cutlery & crockery stock in tea stations. Adhere to Standard Operating Procedures and maintain hygiene and safety work standards. Assist to prepare food according to the menu cycle and catering requests. Provide Front counters service & Kiosk/Coffee shop service.

### Qualifications and Experience

**Minimum:** Matric.

**Experience:** 0 - 1 year experience applicable to the specified discipline. Basic understanding of Hospitality service, Customer service & Food preparation skills.

### Technical Competencies Description

**Knowledge of:** Food preparation, Customer service, Safety & Hygiene standards for Catering/Hospitality environment. Knowledge of Catering Production methods.

### Other Special Requirements

N/A

### How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://www.eservices.gov.za) and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access [www.eservices.gov.za](http://www.eservices.gov.za), then follow the below steps:

1. Click on "Employment & Labour";

2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) **OR call 080 1414 882**

**CV`s sent to the above email addresses will not be considered**

**Closing Date: 23 April 2024**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard contract, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.