



SOUTH AFRICAN TOURISM

REFRESHMENT OFFICER

Fixed Term Contract: 12 months

An exciting opportunity exists for a Refreshment Officer to join our Facilities business unit at our Head Office in Sandton. This position reports to the Facilities and Fleet Manager. If you possess the required skills, experience, and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

KEY PERFORMANCE AREAS

Serving of Refreshments

- Serve refreshments as per the daily meeting schedules for Boardrooms.
- Refreshments to be served in line with the business requests.
- Dirty plates, glassware, and cutlery to be collected at meeting breaks.
- Dirty dishes to be collected at the end of meetings as per the schedule.
- Collaborate with outsourced catering company to arrange food services.

Grocery Management

- Advise Facilities Administrator when the refreshment consumables are low - prior to out-of-stock situations.

Kitchens

- Maintain the kitchen's cleanliness and hygiene.
- Kitchen checklist to be completed monthly, and available for inspection at all times.
- Ensure that fridges, kitchen cupboards, kettles, dish-washing-machines, and all equipment and utensils are checked in good operating conditions.

Administration

- Collaborate with Reception to keep record of monthly meetings calendar.

QUALIFICATIONS AND EXPERIENCE

- Grade 12 or equivalent qualification.
- Minimum 2 years' experience in serving refreshments
- Knowledge of Occupational Health and Safety Act (OHS Act) requirements, as well as environmental and good customer service generally applicable to office settings.
- Ability to do routine clerical work such as filing, sorting, and record keeping.

Visit us @ www.southafrica.net

Please send your detailed CV to : finance@southafrica.net

Closing date : 29 October 2025

No late applications will be accepted.

Important note:

People with disabilities are encouraged to apply. Due to the large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you not have heard from us Four weeks after the closing date, kindly consider your application unsuccessful.