

## Position Description

POSITION TITLE	Steward
COMPETITION	Royal Queensland Beer Awards
REPORTS TO	Steward Captain, Chief Steward
DIRECT REPORTS	Nil

## Position Purpose

Stewards are responsible for the smooth management and execution of back of house operations during judging for the Royal Queensland Beer Awards.

Volunteer stewards play a vital role in the Royal Queensland Beer Awards by aiding judges throughout the judging process and liaising with the competitions team through the Chief Steward to maintain entry anonymity and competition integrity. Stewards must demonstrate understanding of the significance of handling and serving, treating all exhibits as potential medal winners, so they are judged consistently and objectively.

The Chief Steward serves as the primary contact for any inquiries.

## Key Responsibilities

- Maintaining a clean and tidy environment reducing possibility of slips, trips and falls
- Maintaining competition integrity through anonymity and confidentiality of entries
- Regularly monitoring serving and storage temperature
- Communicating clearly and respectfully with other stewards, judges and RNA personnel
- Hold a current Responsible Service of Alcohol
- Be physically able to lift up to 50kg with the assistance of keg trolleys
- Have some knowledge and understanding of the beer industry
- Have knowledge and understanding of beer equipment and be competent in the use of the equipment
- Complete the RNA induction course
- Adhere to the reporting structure at the Royal Queensland Beer Awards

## Steward Positions

Stewards will be required to perform a variety of roles during judging. Roles and responsibilities include:

### Pouring (Packaged)

- Ensuring all entries are poured in a uniform manner, as quickly as possible in the correct order
- Safely disposing of empty bottles and cans in a responsible manner in alignment with RNA's recycling program
- Wiping down benches between paddles and at the conclusion of each day

- Maintaining a clean and tidy environment reducing possibility of slips, trips and falls

### **Pouring (Kegs)**

- Ensuring all entries are dispensed in a uniform manner, as quickly as possible in the correct order
- Connecting kegs to tap systems
- Flushing tap systems between each keg being connected
- Ensuring portable bars are wiped down and cleaned after each paddle and at the conclusion of each day, make certain no beer residue is left on surfaces

### **Keg Assistant**

- Moving kegs of various sizes in and out of cold rooms where required, utilising keg trolleys supplied
- Connecting kegs to tap systems
- Placing identifying labels on gold, silver, bronze and champion kegs
- Steel cap boots are recommended for this position

### **Runner**

- Serving paddles of beer to allocated judging table promptly
- Removing used beer glasses promptly after judging and depositing at the dishwashing station

### **Judge Liaison**

- Assisting with judges sign in & sign out each day
- Ensuring judges have sufficient supply of cheese, crackers, water and coffee beans
- Locating and set aside into the trophy fridge gold medal-winning beers in preparation for trophy judging
- Providing assistance to judges where required

### **Dishwashing Station**

- Putting beer glasses through Winterhalter dishwasher, maintaining supply of clean glasses for judging
- Ensuring dishwashing station remains clean and tidy, wiping up liquid spills to reduce the risk of slips trips and falls
- Draining and cleaning dishwashers at the conclusion of each day
- Cleaning surfaces at the conclusion of each day
- Having knowledge of and undertake training in the use of commercial glass washer equipment and associated chemicals used
- Upholding the standard of glass cleanliness required

## Selection Criteria

- Preference given to those available on all days of competition judging
- Preference given to those looking to expand into judging, or who have past stewarding experience
- Preference given to professionals working in the hospitality and beer related industries or students currently enrolled in Certificate III in Food Processing (Brewing)

### Standard Responsibilities and Accountabilities:

- Achieve and maintain high professional standards for the benefit of the RNA, it's clients and patrons
- Protect the RNA's property
- Carry out such other duties as are incidental to the proper performance of your duties or that the RNA may reasonably require based on the operational requirements of the Business

## Benefits

- 18 individual beers selected by RNA personnel to take home at the completion of competition
- Exposure to varying beer styles from across Australia
- Networking opportunities within the beer industry
- Exposure to beer competition judging and how it works
- T-shirt provided at Orientation to wear during competition
- Opportunity to seek future progression to judging ranks
- Entry to the Royal Queensland Show, including access to Judges & Stewards Bar

## Key Relationships

Event Coordinator	
Chairperson of Judges	Chief Steward
Panel Chair	Steward Captain
Judge	Steward
Associate Judge	

## Progression Statement

Status	Name	Date	Signature
Created By	Alya Palmer	October 2024	
Senior Manager Approval	Ari McCamley	October 2024	