

## Position Description Kitchen Hand

### POSITION DETAILS

Kitchen Hand

Award: Social, Community, Home Care and Disability Services Industry Award 2010

Classification: Social and Community Services Employee, Level 1

Employment Status: Casual or Part Time

Hours of Employment: Between 7:00 am and 3:00 pm, Monday to Friday as negotiated, with an expectation of being available to work reasonable additional hours, as required.

### POSITION RELATIONSHIPS

Responsible to: Head Cook

Responsible for: N/A

### POSITION OBJECTIVES

To assist the Head and Assistant Cooks to prepare and package meals ready for collection or delivery on time.

To maintain kitchen cleanliness and provide a high standard of hygiene in a safe and healthy manner in accordance with current food safety standards.

To operate commercial dishwasher and provide quality wash and clear scullery duties.

To ensure the food service interface between kitchen and other support staff is demonstrated with a team-oriented approach using positive, effective communication and a positive customer focussed attitude.

### PRINCIPLE RESPONSIBILITIES

- 1. Assist Cook/s with the preparation and production of meals.**
  - Assist with food preparation, as directed by the Head Cook and Assistant Cook.
  - Follow Food Safety Standards in the preparation, packaging and delivery of all meals.
  - Under the direction of the Head Cook or Assistant Cook, assist with preparation for the delivery run according to each consumer's specific requirements.
  - Under the supervision of the Head Cook or Assistant Cook, pack cooler bags or hot boxes for the volunteers and consumers.
  - Select the correct meal from the freezer or fridge for each consumer for that day.
  - Heat meals on plates or in trays in accordance with Food Safety Standards.
  - Serve Centre-based meals according to each consumer's requirements and requests.
  - Follow economical and safe use of resources.
  
- 2. Workplace health and safety**
  - Follow and comply with all Workplace Health and Safety policies and procedures to ensure personal safety and the safety of others is always maintained, including the reporting of unsafe practices or hazards to the relevant personnel.
  - Ensure all equipment used is safe and operated in accordance with specifications and safety requirements
  - Comply with correct and effective work practices (including the use of prescribed Personal Protective Equipment (PPE) in Workplace Health and Safety (WHS) risk exposures such as:
    - Manual handling
    - Food handling hygiene practices
    - Machinery use and maintenance;
    - Handling and storage of hazardous substances;
    - Electricity;
    - Disposal of waste;
    - Others as required.
  - Maintain a high level of personal hygiene.
  
- 3. Maintain kitchen facilities at a high standard of cleanliness and hygiene**
  - Regularly clean the kitchen, freezers, fridges, store room and surrounding areas, including all equipment, to provide the highest level of cleanliness and hygiene, ensuring items are clean and available as required.
  - Maintain clean kitchen benches, floors, equipment, and storage areas according to Food Safety Standards.
  - Undertake tasks to clean all kitchen equipment and report issues as they arise.
  - Undertake general kitchen cleaning duties as per the daily and weekly rosters
  - Empty bins as required.
  - Operation of commercial dishwasher including wash and clear duties after preparation and service.
  - Maintain clean cutlery, crockery and pots including all equipment used, to provide the highest level of cleanliness and hygiene,
  - Keep dedicated storage facilities as clean, orderly and safe as possible.

### 4. Operate using standardised procedures

- Ensure all work is carried out in compliance with the policies and procedures of the Centre.
- Under the general guidance of the Head Cook, assist with the storage of delivered goods in accordance with food safety standards and guidelines.
- Assist with correct rotation of stock.
- Refer other consumer matters and concerns to the Head Cook, as appropriate.
- Maintain accurate records as required.

### OTHER DUTIES

- At all times, maintain confidentiality and security of information regarding consumers, staff and the activities of the Centre in accordance with the Confidentiality Agreement.
- Promote effective working relationships within the team and other stakeholders.
- Actively seek and report on methods of improving systems of work, policies and practices, to support continuous improvement.
- Undertake other duties as directed by the Head Cook within the scope and level of this position.
- Notify Supervisor of any leave of absence in a timely manner.
- Maintain accurate timesheets, which are to be handed to the supervisor at the end of each fortnight.
- Attend all staff meetings and participate in education and training opportunities as required.
- Other duties as requested.

### POSITION REQUIREMENTS

#### Essential

1. Experience in food preparation, presentation and tasting.
2. The ability to learn, understand and adhere to food safety standards, safe work practices following workplace health and safety standards.
3. Good interpersonal skills and the ability to liaise with a range of people, including the elderly and people with special needs.
4. Ability to work effectively as a member of a team and autonomously, under minimal supervision.
5. Good interpersonal, negotiation and conflict resolution skills, with the ability to communicate with a wide range of people and groups to ensure delivery of a high level of customer service.
6. Take pride in cleanliness and hygienic food handling.
7. Time management skills, while maintaining accuracy and attention to detail.
8. A good understanding of Workplace Health and Safety requirements, as they relate to this position.

#### Desirable

1. Experience with cooking large volume meals.
2. Experience working in a similar position within an aged care facility.
3. A basic understanding of Commonwealth Home Support Programme (CHSP) Guidelines.
4. Food Handling Certificate Course.

**Conditions of Employment**

1. General conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
2. Hours of work will generally be between 7:00 am and 3:00 pm, Monday to Friday. There is an expectation of being available to work reasonable additional hours as required. Flexible working arrangements and time-in-lieu can be negotiated.
3. Unless otherwise stated in writing, the employee shall be on probation for the first 3 to 6 months to review performance and suitability for an ongoing position.
4. A satisfactory medical examination to confirm fitness to work, if required.
5. Possession of, or ability to obtain, a current First Aid Certificate.
6. Statutory Declaration and a Satisfactory Police Certificate dated within the past three months.
7. National Police Clearance Certificate must be renewed every three years before expiry and a satisfactory status maintained.
8. Obtain and provide evidence of COVID-19 Vaccinations as mandated by the Western Australian and Commonwealth Government.

I \_\_\_\_\_

have read, understand and agree to comply with the above position description.

Employee Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

I have explained and discussed this position description with the above.

Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_