

Position Description

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|---------------------------|--------|--|----------|-----------------|--------|
| POSITION TITLE | | Kitchen Hand | | | |
| REFERENCE/POSITION NUMBER | | 1332 | | | |
| DEPARTMENT | | Blue Haven | | | |
| ACCOUNTABLE TO | | Hospitality Supervisor | | | |
| SUPERVISOR | | Hospitality Supervisor | | | |
| DIRECTLY SUPERVISES | | None | | | |
| INDIRECTLY SUPERVISES | | None | | | |
| VOLUNTEERS SUPERVISED | | None | | | |
| GRADE | 1 | STATUS | Casual | TYPE | Casual |
| HOURS | Casual | | LOCATION | Blue Haven Home | |
| MOBILE PHONE | No | | VEHICLE | No vehicle | |
| APPLICABLE ALLOWANCES | | Aged & Disability Linen Handling Nauseous Nature Aged & Disability Uniform Allowance Aged & Disability Special Shoes Allowance Aged & Disability Cardigan or Jumper Allowance Aged & Disability Uniform Laundry Allowance. | | | |
| LAST UPDATED | | 5/10/2023 | | | |

OBJECTIVES

- Provide food preparation, cooking and service to residents in a person centred manner
- Portray the image of Blue Haven Care as being caring, courteous and efficient.

SELECTION CRITERIA

ESSENTIAL

- Experience working in either:
 - commercial kitchen
 - food service industry
 - aged care environment.
- Ability to communicate effectively with colleagues/residents and work as a team
- Experience and knowledge of Infection Control in aged care
- Excellent communication skills and exceptional customer service experience
- Well presented, flexible, reliable and a self-motivated team player.

DESIRABLE

- Safe Food Handling Certificate
- Certificate III in Hospitality
- Experience working with the aged or vulnerable persons
- Experience handling and storing hazardous chemicals.

ACCOUNTABILITIES

- Exceptional customer service in all areas of food preparation, cooking and serving.
- Setting up and clearing dining room, food trays and trolleys.
- Maintaining a safe and clean workplace, kitchen and dining room.
- Compliance to food safety hygiene and food handling/preparation procedures.
- Assist in the ordering of food and food storage management including expiry dates and temperate control.
- Assist in developing policy and procedures for a safe kitchen environment.
- Always work as part of a team.
- Complete reporting and documentation.
- Always interact with the residents in friendly, helpful and person-centred manner.
- Contribute to a clean, safe working environment to ensure safety of resident, visitors and other staff, volunteers and self.
- Availability to be rostered any day over 7 days.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

| | |
|---|---|
| FINANCIAL DELEGATION: | Nil |
| RESPONSIBILITY DELEGATION: | Act in accordance with Instrument of Delegation |
| NO OF CONTRACTS MANAGED: | None |
| ANNUAL VALUE OF CONTRACTS MANAGED: | None |
| CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM: | No responsibility |
| BUDGET DEVELOPMENT: | None |

CONDITIONS OF EMPLOYMENT

| | | |
|-------------------------------------|---|-----|
| AWARD/AGREEMENT | Local Government Aged, Disability and Home Care (State) Award | |
| POLICIES: | Employees are to comply with Council's Code of Conduct and Council policies at all times. | |
| PRE-EMPLOYMENT REQUIREMENTS: | • Physical and mental capability to perform the inherent requirements of the position | |
| | • Proof of ability to legally work in Australia | |
| | • Pre-employment screening to Australian Standards in Employment Screening. | |
| | • Criminal record check | Yes |
| | • Pre-employment medical | Yes |
| | • Working with children check | No |

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: