



POSITION DESCRIPTION

POSITION: Boarding – Kitchen/Laundry Hand **STATUS:**
REPORTS TO: The School Principal or Nominee **DATE:**
SCHOOL: The Cathedral College - Residential
EMPLOYEE NAME:

Purpose of Position:

Ensure food services items are cleaned in a timely manner to the highest standard and maintain a clean and safe work place environment.

Typical Duties:

- Practice confidentiality in relation to all aspects of the role.
- Wash and clean utensils and dishes and make sure they are stored appropriately.
- Handle, sort, store and distribute food items.
- Wash, peel, chop, cut and cook foodstuffs, and help prepare salads and desserts.
- Sort and dispose of rubbish and recycling.
- Organise laundering of kitchen linen.
- Clean food preparation equipment, floors and other kitchen tools or areas and dining area(s) to appropriate standards.
- Ensure working areas are clean and tidy.
- Assist with the production, portioning and delivery of food.
- Other duties as directed by the principal or nominee.

Mandatory qualifications and requirements:

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training
- Undertake Workplace Health and Safety Training
- COVID-19 full Vaccination certificate

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date