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| **TITLE:** | **Kitchen Hand** |
| **CLASSIFICATION:** | **CSE-G1** |
| **REPORTS TO:** | Kitchen Manager |
| **DIRECT REPORTS:** | NIL |
| **DATE REVIEWED:** | June 2023 |

***This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.***

## JOB SUMMARY

To work cooperatively with other staff across the facility to ensure meal preparations, meal delivery and clean up services for residents of Lilliane Brady Village are conducted in line with strict timeframes and accordance with the residents’ and dietary requirements and identified preference whilst maintaining their wellbeing, dignity, and rights at all times.

## COUNCIL’S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity, and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.



## SPECIFIC ACCOUNTABILITIES

### **kitchen hand**

* + To assist with meal preparation as directed by the cook on duty in line with residents’ individual dietary needs and preferences.
	+ To provide delivery of meals to residents on time in accordance with the daily schedule.
	+ Set up and cleaning of food and drink trolleys
	+ Perform cleaning duties that comply with all sanitary protocols as per Aged Care Standards
	+ Actively work cooperatively with all staff across the facility.
	+ Attend all relevant in-service and education sessions as directed.
	+ Maintain strict confidentiality when dealing with classified or sensitive information.
	+ Acknowledge and maintain residents right and confidentiality in accordance with the Charter of Residents Rights.
	+ Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

### **WORK, HEALTH, AND SAFETY**

* + Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
	+ Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
	+ Report any potential hazards, incidents, or injuries to the Coordinator and WHS Adviser within 48 hours.
	+ Participate in any applicable WHS consultation arrangements.
	+ Comply with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
	+ Correctly use all personal protective equipment.
	+ Comply with emergency and evacuation procedures and site rules if applicable.
	+ Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
	+ Comply with emergency and evacuation procedures and site rules if applicable.

### **General**

* + Actively share information and knowledge with relevant staff.
	+ Deliver the accountabilities and meet milestones, performance targets, and service levels within your role.
	+ Comply with the plans, policies, and procedures of Council and the service.
	+ Ensure accurate records are maintained in Council’s corporate records management system as appropriate.
	+ Ensure timely attention to and reporting of matters requiring corrective action.
	+ Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
	+ Contribute to a positive work environment within the team, business unit, and the workplace.
	+ Foster a culture of high performance, supporting others to deliver operational objectives.
	+ Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
	+ When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council’s policies, guidelines, and relevant legislation inclusive of the Privacy Act.
	+ Exhibit Council’s core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
	+ Undertake any other duties as requested by Council within the skills and experience of the jobholder.

## SELECTION CRITERIA

### **Essential Criteria**

* Demonstrated ability to follow verbal and written instructions.
* Demonstrated ability to complete tasks in a timely manner.
* Demonstrated ability to deal with confidential matters to maintain residents’ rights in accordance with legislation.
* Demonstrated ability to communicate with residents and staff clearly and effectively, whilst remaining professional and compassionate during challenging situations.
* Proven reliability and attendance record with the willingness and availability to work a range of shifts.
* Physical fitness and capability to undertake the inherent requirements of all tasks within the role.
* Sound knowledge of and commitment to the principles of workplace health and safety (WHS).

### **Desirable Criteria**

* Current First Aid Certificate
* Food Safety Certificate
* Previous working experience in an Aged Care Facility

## CONDITIONS OF EMPLOYMENT

### **SALARY**

The position has been evaluated as Care Service Employee in accordance with the Local Government Aged Disability and Home Care State Award

### **Hours**

Lilliane Brady Village operates 24hr a day 7 days a week, with care staff working a variety of rotating shifts (early mornings, nights, weekends, and public holidays) allocated in accordance with the fortnightly roster in order to meet the changing needs of the residents and staffing levels.

### **PRE-EMPLOYMENT SCREENING**

Prior to the commencement of employment with Council it may be necessary to undergo pre-employment screening including a medical examination, which includes drug and alcohol testing and complete a National Police Check (at Council’s expense).

### **EMPLOYEE ACCEPTANCE**

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document noting that this document is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The position holder agrees to work cooperatively under Council’s policies and procedures including work health and safety, equal employment opportunity and code of conduct.

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| --- | --- |
| **NAME** |  |
| **SIGNATURE** |  | **DATE** |  |