

POSITION DESCRIPTION

Kitchen Assistant

Program:	Meals
Reports to:	Head Chef
Supervises:	Nil
Date of Last Review:	April 2024
Classification:	Melas Program and Support Services Employees Sacred Heart Mission Enterprise Agreement 2023
Victorian Portable Long Service Benefits Scheme	This role has been deemed eligible to participate in Scheme

PROGRAM INFORMATION

Sacred Heart Mission (SHM) is made up of four Divisions, Client Services, People and Strategy, Business Development and Business Services. Within the Client Services Division, programs are organised across two streams of services, as per the SHM service model: Engagement Hubs and Individualised Planned Support, and Ongoing Support.

SACRED HEART CENTRAL (SHC)

SHC sits in the engagement hubs and individualized planned support stream.

Within SHC there are several programs that provide an integrated service approach, and these are organised in three groups:

1. Support Services, which provides; homelessness assistance (assertive engagement, crisis intervention, advocacy and support) through the Meeting Place & Resource Room, Case Management, Assistance Care & Housing for people over 50 years, and specialist mental health and drug and alcohol responses.
2. The Wellness Place: provides allied Health Services, activities, group work and therapies. Spiritual Care is also provided.
3. Meals: responds flexibly to the needs of SHM service users, through the provision of nutritious meals in a pleasant environment. A daily breakfast and lunch service provides an average of 400 meals a day, every day of the year.

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	Review Date:	June 2024	Owner:	People and Culture

PURPOSE OF THE POSITION

To assist the Meals Service Program in providing the highest quality, most effective and caring service to service users in accordance with SHM's values and legislative and funding requirements.

KEY RESPONSIBILITIES

Accountability	Key Responsibilities/duties (note: this is not an exhaustive list)
Kitchen Clean Up	<ul style="list-style-type: none">• Coordinate the wash-up area during shifts, including directing volunteers.• Safely dispose of food scraps.• Clean up and wash cutlery, crockery and cooking pans.• Mop and scrub floors.• Wash bench tops with appropriate disinfectants.• Wash non-slip floor mats.
Food Preparation	<ul style="list-style-type: none">• Assist chefs in the preparation of approximately 450 meals per day.• Wash and chop produce.• Collect food from dry store and freezer.
Unloading Truck Deliveries	<ul style="list-style-type: none">• Unload truck deliveries.• Ensure orderly maintenance of storage area.• Move equipment and food items as per safe manual handling policy and procedures.• Record relevant food safety information as required.
Health & Safety	SHM staff are responsible for taking reasonable care of their own health and safety and others in the workplace and are required to comply with relevant policies, procedures, and instructions.
Professional Development	<ul style="list-style-type: none">• Attend and participate in regular supervision sessions.• Undertake all mandatory and core training in a timely manner.• Participate in annual professional development and review (PDR) process and take responsibility for own training and development plan in collaboration with direct supervisor.
Health & Safety	SHM staff are required to take reasonable care of their own health and safety and others in the workplace and comply with relevant policies, procedures, and instructions.
Information Security	All staff are required to manage information and data in accordance with SHM frameworks, policy and, procedures relating to privacy, document and data management, and cyber security.

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RISK	All SHM staff are required to consider, identify and address risk in accordance with the responsibilities of their position.
CQI (Continuous Quality Improvement)	All SHM staff are encouraged to identify quality improvement opportunities and implement and monitor CQI initiatives in accordance with the responsibilities of their position.
TIC (Trauma Informed Care)	All SHM staff are required to engage in TIC learning and development and integrate their understanding of and responsiveness to the impact of trauma within their work.

MANDATORY REQUIREMENTS

- Current COVID-19 vaccination with evidence of having three doses or a valid medical exemption certificate.
- Eligibility to Work in Australia.
- A current Criminal Records Check.
- International Police Checks for staff who have lived outside Australia for more than 12 months within the last 10 years.

QUALIFICATIONS

- Certificate II or III in Hospitality (Kitchen Operations) (Desirable).
- Safe Food Handling and Manual Handling Certificate (Desirable).

KEY SELECTION CRITERIA

- Maintains enthusiasm and understands own role in achieving SHM's mission.
- Considers the views of others and aims for group cohesion.
- Ensures risks are identified and reported.
- Observes the Code of Conduct, behaves ethically and seeks assistance with ethical dilemmas.
- Demonstrates commitment to social justice and social inclusion.
- Excellent communication skills.
- Knowledge of trauma informed care practices.
- High level interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts.
- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.
- Strong alignment with the values of Sacred Heart Mission.

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VISION, MISSION AND VALUES

Our vision is of an inclusive, fair, and compassionate community, which enables people to overcome disadvantage and realise their full potential. Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion. Our Values are:

- **Welcome** – we welcome and actively engage people in order to build relationships based on respect and trust.
- **Community** - we enable people to feel supported by and connected to the broader community.
- **Challenge** - we challenge the unjust social and economic structures that cause disadvantage, social exclusion, and homelessness.
- **Accountability** - we measure the impact of our work so that we can develop the evidence to address deep, persistent disadvantage and social exclusion.
- **Innovation** - we ensure that our services remain contemporary, creative, responsive, and effective.

POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES

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