

## POSITION DESCRIPTION

<b>Position title:</b>	Kitchen Hand
<b>Department:</b>	Operations
<b>Reporting to:</b>	Group Executive Chef / Head Chef / Senior Sous Chef, Sous Chef
<b>Supervises:</b>	Nil
<b>Employment type:</b>	Casual
<b>Classification:</b>	Level 1.1 Higher Education Industry – General Staff Award 2010
<b>Conditions:</b>	Up to 38 hours per week; May include some weekends and nights as dictated by business requirements; Eligible for Laundry Allowance

### POSITION PURPOSE

To prepare and serve the Kitchen's menu to agreed specifications, quality, and presentation requirements. This role will be responsible for working with the Chefs and the rest of the Kitchen team to deliver agreed food standards.

This role is required to assist with general kitchen duties including the preparation of food with some cooking required from time to time, cleaning and dish drop activities

### POSITION ACCOUNTABILITY STATEMENTS (PAS)

Key Result Areas	Key Tasks	Key Performance Indicators
Food and Beverage Production	<p>Ensure all food is correctly made in accordance with the standard recipes, HACCP requirements, instruction and demonstration provided</p> <p>All food items are made to the correct specifications and ingredients</p> <p>All food leaves the kitchen presented to the agreed specification</p>	<p>Stakeholder feedback</p> <p>High quality food is consistent at all times, prepared and presented correctly and to the correct temperatures</p>
Teamwork	<p>To work as part of the team and create a cohesive and friendly environment</p> <p>To work across all USU outlets (F&amp;B and HostCo) when required</p>	<p>All tasks are completed to the agreed standards</p>

<p>Kitchen Cleaning and Maintenance</p>	<p>Ensure the kitchen is well presented and that all equipment and cooking areas are cleaned and sanitised at end of shift</p> <p>Ensure stock rotation is maintained and in accordance with HACCP programme</p>	<p>Organisational and Department policies and procedures adhered to</p> <p>Cleans the kitchen and displays products according to procedure</p>
<p>Compliance</p>	<p>Comply with Organisational, Departmental and Legislative Work Health and Safety requirements</p> <p>Work completed in compliance with HACCP process and procedures</p> <p>Cash handling procedures complied with</p> <p>Excellent personal hygiene and presentation is demonstrated at all times, in line with USU Policies and Procedures</p> <p>Opening and closing of kitchen</p> <p>Ensuring that all Kitchen areas, storage areas, cool rooms and freezers are kept clean and tidy at all times</p> <p>Stock and product is stored in accordance with HACCP hygiene regulations and systems</p> <p>Use safe manual handling techniques and practice safe work habits following USU HACCP policies</p> <p>Wear/use protective clothing/ equipment provided where necessary</p> <p>Take a consultative role in assisting and maintaining a clean, tidy work area and a healthy and safe working environment</p> <p>Report all incidents and hazards immediately to Group Executive Chef, Head Chef, Sous Chef, Chef de Partie and/or the People &amp; Culture Department</p>	<p>Minimum of incidents in area, all incidents/near misses reported before completion of shift</p> <p>HACCP processes and forms are completed accurately</p> <p>Variances are within responsible range</p> <p>High standard of personal hygiene demonstrated at all times</p> <p>Cash Handling procedures complied with</p> <p>Kitchen operating procedures complied with</p> <p>Kitchens are correctly opened and closed</p> <p>All incidents and hazards reported immediately</p>
<p>Work Health &amp; Safety (WHS)</p>	<p>Conduct all work in a safe manner</p>	

	<p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Group Executive Chef, Head Chef, Sous Chef, Chef de Partie and/or the People &amp; Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Supervisor</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite, and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite, and courteous</p>

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

#### ESSENTIAL CRITERIA

- 2+ years' previous experience working in a restaurant or functions kitchen environment
- Current Food Handlers Certificate or higher or willingness to obtain
- Exposure to food production and basic cooking processes
- Ability to work independently
- Excellent personal presentation
- Flexible 'can do' attitude towards work
- Willing and able to move between USU kitchens as required

#### DESIRABLE CRITERIA

- Tertiary qualifications in Hospitality or Commercial Cookery
- Demonstrated proficiency in knife skills and basic cooking methods
- Experience in opening and closing kitchens

- Knowledge of cost control and stock control
- Knowledge of HACCP and Work Health and Safety Regulations and requirements
- Willing and able to move between USU kitchens as required

## PHYSICAL REQUIREMENTS

Required frequently: standing, walking, chopping, bending, reaching, scooping  
 Required occasionally: squatting, kneeling, lifting above shoulder height, lifting up to 15 kilograms

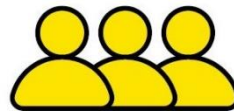
## OUR VALUES



Respect



Innovation

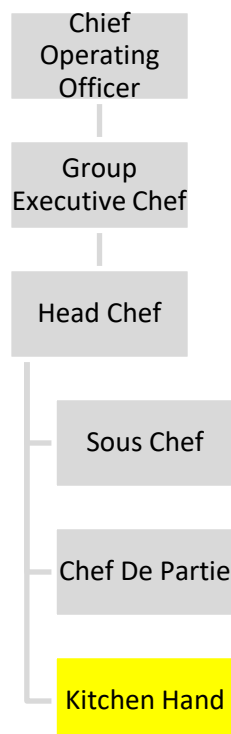


Collaboration



Honesty

## TEAM STRUCTURE



Compiled by: Group Executive Chef Date: Jan 2023

Authorised by: People & Culture Date: Jan 2023

Current Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_