



Kitchen Hand

Position Description

Position Title	Kitchen Hand
Responsible Council	State Council St Vincent de Paul Society, NSW Support Services
Reports To	Catering Coordinator, Matthew Talbot Hostel
Location	Matthew Talbot Hostel, Woolloomooloo
Primary position objective	Washing cutlery/crockery, preparation of food, light cooking and delivery of food services for the clients of Matthew Talbot Hostel and Corporate Catering in Ozanam Learning Center. Maintaining highest standard of food service in every food production.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Departmental Overview

Matthew Talbot Catering Department provides three meals a day and refreshments for men who are homeless or at risk of homelessness. Our aim is to provide balanced nutritional meals to support mental and physical wellbeing of our clients and residents using fresh food ingredients but when available, donated food can be incorporated into the daily menu as an ingredient or main meal component.

We also provide catering to all meetings, events and functions in Woolloomooloo site or any other site in NSW Support Services, corporate catering or private catering clients across Sydney using premium ingredients and produce; mini food creations are assembled in crafted collection boxes designed to appeal to every palate, dietary requirement. Ideal for corporate catering or private catering clients. Any revenue generated from these events and functions catering will go towards Matthew Talbot Clients Meal services.

Duties and Responsibilities

- Checking of all goods delivered to the hostel for quantity, quality and where necessary, temperature.
- Help in preparation of all meal (i.e.) Breakfast, lunch and dinner; plus, any in-house function meals for the Society.
- Ability to make salad and sandwiches.
- Adherence to all HACCP guidelines regarding food handling and safe food practices.
- Adherence to all personal hygiene guidelines, uniform must always be clean and presentable.
- Serve or be active in the serving of meals in a professional and courteous manner.
- Preparation of vegetables and re heat of dinner as necessary.
- To wash all cutlery and crockery after each meal period.
- Ensure all kitchen flooring kept dry and free from any spillages.
- Clean, Sanitize and store all kitchen utensils in a safe and hygienic manner in accordance with HACCP guidelines.
- Clean and sanitize any equipment used during cooking and preparation of resident's meals.
- Daily, weekly and Monthly Cleaning according to the schedule.
- Removal of all kitchen rubbish to the designated general rubbish collection area.
- Set tables in dining room for each meal period (cutlery, bread, Crockery etc.).
- Make tea in urns and transfer to tea pots for each table in dining room for meal periods.
- During meal periods, serving inside the kitchen. Wash pots and breakfast trays.
- Preparation of morning and afternoon tea for residents in the dining room.
- Utilize any donated items as soon as possible.
- Keeping tea room, bread room and meal scraping area clean.
- To give a courteous and friendly service to all residents, guests and staff.
- Set up in OLC building for any training or meetings.
- Foster and encourage team spirit with colleagues.
- Adhere to, maintain all WH&S guidelines & report any accidents whilst on duty.

Other Duties:

- To assist in the service at each meal period.
- Refilling of food containers in the kitchen dry store area.
- Strain oil from fat-fryers and clean fryers after each use.

- Assist in sorting of donated food items.
- Take direction from the Catering Coordinator/ Cook/ Senior Cook regarding extra cleaning duties.

Duties may be changed to facilitate kitchen operations or as directed by Catering Coordinator or Senior Cook.

Essential Criteria

- Food Handling certificates or equivalent
- Experience working as Kitchen hand/ Sandwich hand in food related industry.
- Demonstrated knowledge of relevant food handling and safety regulations and guidelines including HACCP
- Experience in a customer service/hospitality environment and willingness to adhere to a established quality standards
- Ability to work independently or as part of a professional team, as well as the ability to adapt and deliver to a changing environment in a professional manner
- Sound organization and time management skills
- Ability to work in a fast paced and high demanding role while maintaining a positive and professional attitude
- Willingness to work with the ethos of St Vincent de Paul Society NSW

Desirable Skills

- Experience working within a homeless residential service
- Qualifications in hospitality /catering
- Current First Aid or willingness to obtain within first six months
- Driver's License
- Basic knowledge of MS Word. Outlook.
- Previous experience in providing a service to complex, challenging clients

The St Vincent de Paul Society is an Equal Employment Opportunity Employer.