

FOOD SERVICES ASSISTANT

LINE MANAGER	Head Chef	AREA	Catering
		Date Last Updated	Feb 2020
PURPOSE OF POSITION			
To undertake kitchen operations and provide a comprehensive and high quality food service assistance through the preparation, cooking, and presentation of meals, in line with expectations of the Aurrum menu.			
Committee Responsibilities: Team meetings & working groups, food focus groups with residents and relatives.			
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Complete food preparation tasks for as per daily menu for breakfast, lunch and dinner service in a timely and efficient manner • Ensure meals are served according to portion control and presentation requirements • Ensure that food supplies are kept in appropriate temperatures and stock rotated to minimise spoilage and wastage • Monitor wastage and stock levels and quality of goods supplied • Ensure cleanliness of kitchen utensils, equipment and areas (including fridges, cool rooms, ovens, microwaves) and daily removal of rubbish • Ensure all kitchen machinery is operated in a safe manner • Completion of required record keeping and reporting. • Champion and support the 'Living Life philosophy and culture of person-centred care • Contribute as member the area team and work collaboratively and inclusively across Aurrum teams to ensure a consistent 'continuous improvement' approach. • Demonstrate the highest possible standards of professional and personal conduct, modelling Aurrum Values and Code of Conduct. • Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above. 			
KEY PEOPLE INTERACTIONS			
<ul style="list-style-type: none"> • Head Chef • Catering Team Members • Care Home Team Members 		<ul style="list-style-type: none"> • General Managers • Residents and visitors 	
CRITERIA			
Qualifications	1. Experience in catering in the hotel, health or aged care industries.		
Knowledge, Experience and Skills	2. Demonstrated knowledge of commercial kitchen operations. 3. Ability to work as a member of a multi-disciplinary team 4. Ability to prioritise and manage workloads according to Resident needs 5. Good verbal and written communication skills		
Desirable			
WORK REQUIREMENTS			
<ul style="list-style-type: none"> • Police Check 			

COMPLIANCE AND LEGISLATIVE REQUIREMENTS

Aurrum Values: All team members must commit to and uphold our 'Living Life' model of care, Aurrum Values and Code of Conduct. For more information please visit <https://aurrum.com.au/>

Occupational Health and Safety

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the NSW Work Health and Safety Act 2011 (the Act) and related regulations and requirements.

All staff must comply with requirements of the Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with Aurrum and Legislative health and safety requirements.

Team Members must familiarise themselves and comply with all Aurrum policies and procedures and legislation relevant to the position.