

Kitchen Assistant



Position Description

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POSITION NO:	810250
DIRECTORATE:	Communities
DEPARTMENT:	Family Health Support Services
SECTION:	Family Health Support Services Meals on Wheels
STATUS:	Casual
CLASSIFICATION:	Band 2
LOCATION:	210 Beach Street Frankston
APPROVED BY:	Director Communities
DATE:	August 2024

POSITION OBJECTIVE(S)/GOAL(S):

- Works as part of a team to assist with the preparation of high quality meals of a nutritious standard to meet dietary needs to eligible residents of Frankston City
- Maintain a high level of kitchen hygiene and work in accordance to the requirements of the Food Handlers Manual, aligned to the Food Safety Program

KEY OUTCOMES AND RESPONSIBILITIES:

- **Production, Compliance and Sustainability**
- Assist with food preparation, cooking and plating of meals, whilst ensuring adequate serving quantities
- Ensure compliance with the Food Safety Plan
- Monitor daily changes in relation to nutritional and dietary needs of clients and report usage and trends to Chef's
- Assist with packing of plated meals into suitable delivery containers for each delivery route
- Assist with cleaning procedures in accordance with the approved Cleaning Schedules, ensuring all areas are suitably cleaned and maintained according to Food Safety guidelines
- Assist with the maintenance of required stock, ordering and receipt of supplies as required. Ensuring all goods are received in accordance with Food Safety Plan and that appropriate records are maintained
- Ensure compliance to the Aged Care Quality Standards, which sets and monitors care standards and provider responsibilities to ensure clients receive safe, quality aged care services.

Organisational Responsibilities

- Cooperate with Council in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner in accordance with Council's information and records management procedures.
- Ensure that all Council's policies, procedures, systems and work practices are implemented and adhered to,

in particular, in human resource management, risk management, financial management, governance, procurement, and customer service.

- Act in a professional manner at all times while performing duties for and/or representing Frankston City Council in accordance with the Staff Code of Conduct.
- Frankston City Council has zero tolerance of child abuse and is committed to creating and maintaining a Child Safe and Child Friendly City where all children are valued and protected from harm and abuse. It is expected that the successful incumbent of the position will implement and adhere to the above statement and Frankston City Council's Child Safe Policy whilst completing their duties.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multiskilling provisions of the Frankston City Council Enterprise Agreement.

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the *Emergency Management Act 1986*, this may include providing emergency response, relief and recovery services to the community.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records Check: **YES** **NO**

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check: **YES** **NO**

AUTHORISATION/DELEGATION:

The incumbent will be an Authorised Officer under appropriate delegations: **YES** **NO**

ORGANISATION RELATIONSHIPS AND RESOURCE MANAGEMENT RESPONSIBILITIES:

Reports to:	Team Leader Meals on Wheels
Supervises:	Production Volunteers.
Internal contacts:	Family Health Support Services Staff and Volunteers and Staff of other departments
External contacts:	Food Suppliers, external agencies and members of the Community

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Work in a team environment or individually utilising developed skills under routine supervision
- Works to guidelines with scope to exercise discretion in applying established practice and procedures
- May assist others including volunteers in the supervision of work
- Responsible for assuring the quality of work performed

The incumbent has the following delegations:

- Approval of expenditure up to N/A
- Signing letters, reports etc. to N/A

The incumbent is accountable for:

- Adhering to and implementing the Organisation Responsibilities set out in the Key Outcomes and Responsibilities, above.

JUDGEMENT AND DECISION MAKING:

The incumbent is required to use judgement and make decisions relating to:

- Demonstrated ability to manage time, set priorities and plan work to meet the operational demands, along with initiative and strong motivation to achieve outcomes
- Guidance and advice are always available

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be demonstrated and utilised:

- Understanding of quality kitchen routines and procedures, safe and competent operations of meal production equipment and appliances
- Demonstrated developed interpersonal skills with the ability to communicate verbally, electronically and in writing

MANAGEMENT SKILLS:

The incumbent must demonstrate and apply the following management skills:

- Assist Chef's with daily supervision of production volunteers and preparation and implementation of their rosters
- Assist with the instruction of volunteers on relevant manual handling practices, the safe and appropriate use of equipment and food safety practices

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated and utilised:

- Ability to work both independently as well as part of a team and foster team spirit
- Demonstrated commitment to delivering quality customer service

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and/or experience are required for the position:

- Experience in a high volume food production kitchen or similar facility
- Basic computer literacy and/or experience in using client management systems
- Proven ability to work as a team member and foster team spirit
- Demonstrated commitment to delivering quality customer service
- Basic Food Handling Certificate Current Level 2 First Aid Certificate, Victorian Drivers Licence, Police Check and Working with Children Check

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment in accordance with Council's Enterprise Agreement.

The Position Description will be reviewed annually, in conjunction with you, in accordance with Council's Enterprise Agreement, and as part of the employee's annual Performance and Development Review.

The Position Description is to be read in conjunction with the Council's Enterprise Agreement and the General Terms and Conditions of Employment

SELECTION CRITERIA:

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills and knowledge as listed in the Position Description:

Mandatory/Essential:

1. Experience in a high volume food production kitchen or similar facility
2. Basic computer literacy and/or experience in using client management systems
3. Proven ability to work as a team member and foster team spirit
4. Demonstrated commitment to delivering quality customer service
5. Basic Food Handling Certificate
6. Current Level 2 First Aid Certificate, Victorian Drivers Licence, Police Check and Working with Children Check

PHYSICAL REQUIREMENTS OF THE POSITION:

The physical requirements of the position are outlined below:

Task	Performed Frequently	Performed Sometimes	Never/Rarely Performed
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Writing tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting (extended periods)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Briefly)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Extended)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Light) <10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Light) <10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling tasks (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chopping/Digging tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/Kneeling requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling grease/oils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust/dirt/hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to chemicals and/or detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stress - Difficult customers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tight deadlines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to hot/cold temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AGREEMENT:

I accept and agree to the duties in this Position Description.

I understand that this Position Description is to be read in conjunction with Council's Enterprise Agreement and General Terms and Conditions of Employment, and I agree to abide by the terms and conditions of employment stipulated therein.

Name:

Signature:

Date: