

Position Description

Title	Kitchenhand
Position Location	Various
Reports to	Centre Director
Direct Reports	Nil
Classification	C&K Children's Services Enterprise Agreement
<p>The Crèche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care services located across Queensland. C&K acknowledges that each child and family have unique early education and care requirements and so we provide a range of different programs including childcare, kindergarten, limited hours and outside school hours' care.</p> <p>C&K reinvests our surplus to benefit children and educators across all C&K services. We are committed to, and working hard to deliver on our vision - <i>to guide children's learning journey and maximise their life outcomes</i> - while providing additional support and care to families and the wider community.</p> <p>C&K's guiding principle is that <i>children come first</i>. The C&K team aims to ensure this principle is at the forefront of everything we do.</p> <p>Our values of: Integrity, Respect, Collaboration, Courage and Safety underpin the way that we work with our colleagues, partners, children, families and communities. These values guide us in building strong working relationships and help us to promote a working environment where our people are engaged, feel valued and are committed to C&K.</p>	
Purpose	Aid the Cook to maintain kitchen work areas and equipment in a clean and orderly condition. The Kitchenhand will also assist the Cook to provide a nutritious and inclusive menu to all the children of our childcare centre.
Key accountabilities	<ul style="list-style-type: none"> • Wash, clean and store utensils, dishes and cooking equipment ensuring a high standard of hygiene is maintained at all times. • Assist the Cook in preparing all meals and snacks as directed with as minimal waste as possible. • Ensure meals and snacks are prepared and served on time according to the needs of individual children and the program with minimal waste. • Maintain direct, open and effective communication channels with all other staff. • Segregate and remove trash and garbage and place in designated containers. • Assist in the planning of weekly menus. • Assist with ordering and maintaining appropriate food supplies according to menu requirements. • Assist in the preparation of materials for children's cooking as required. • Monitor local and state government policies to ensure up-to-date food preparation policies/practices are implemented • Assist with any daily reports or kitchen checks as required
	<ul style="list-style-type: none"> • Relevant qualifications in respect to food handling is desirable but not essential • Previous experience in preparing meals and snacks for large numbers preferred

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Key Selection Criteria	<ul style="list-style-type: none"> • An ability to uphold time schedules for meal preparation, while still remaining flexible to the needs of the children • Knowledge of relevant Local, State and Federal Government Acts and Regulations in relation to food hygiene standards and workplace safety • Must serve to promote social justice and equity by demonstrating an attitude of acceptance and respect for all children and their families • Must be willing to ensure the individual needs of the child are catered for, in collaboration with their families, the Director and the Manager • A demonstrated commitment to continuing professional and personal development • A proven ability to manage the kitchen environment in a safe and responsible manner • An ability to work as an effective team member and support other staff • An ability to work independently to achieve work goals • Must have well developed interpersonal skills • A well-developed understanding of children's nutritional and dietary requirements in accordance with the guidelines of The Australian Nutrition Foundation
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Additional information

The successful applicant will be required to travel, as necessary. Hold a positive notice (Blue Card) working with children check. The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

Workplace Health and Safety

Physical Job Demands Profile	
Physical Factor	Frequency and Duration
Standing and/or walking	Frequent - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Pushing and/or pulling	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	Rare – performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Kneeling, crouching and squatting	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Handling and gripping – low items	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Handling and gripping – high exertion	Rare – performed for less than 5% of a work day or less than once per day e.g. once per week

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Cognitive Job Demands Profile	
Cognitive and Psycho-Social Factors	Frequency and Duration
Cognitive processing	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to time pressure, changes to work direction and/or reduced personal control of work	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to emotional situations	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour

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The Creche & Kindergarten Association Limited
ABN 59 150 737 849