

Job Description Details	
Job Title	Catering Assistant
Department/Division	Catering, Commercial Services
Reports to	Catering Production Manager
Direct Reports	Nil
Agreement	Brightwater Care Group Employees Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit	
Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i> .	
Caring	We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.
Authentic	We are open and genuine, enabling us to build meaningful relationships with our clients and each other.
Progressive	We are inspired to continuously improve ourselves and our services for the benefit of our clients.
Courageous	We find strength in order to make a difference.

Diversity and Inclusion Statement
At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.

Position Purpose
The role of the Catering Assistant is to assist the Chef Supervisor in the general preparation and provision of high quality and nutritious meals to Brightwater clients. This role is also responsible for ensuring a clean, sanitary, and well-maintained environment while ensuring products are of a high standard.

Job Title	Revision	Date	Author	Approved	Page 1 of 3
Catering Assistant	5	09/03/2023	Operations Manager Retirement Living, Linen and Catering	Manager Attraction and Recruitment	
UNCONTROLLED WHEN PRINTED					

Key Duties/Accountabilities

1. Support the Chef Supervisor with the day to day activities of the Catering Service.
2. Ensure all cook/chill guidelines, HACCP procedures and Food Guidelines set down by the WA Health Department are adhered to.
3. Work in all areas of the service as required, ensuring consistency of products and processes.
4. Ensure products sent to clients are of a high standard, well presented, and correctly packaged and labelled.
5. Record food temperatures at designated control points in the production process.
6. Maintain a high standard of hygiene at all times, a clean, tidy and uncongested work area and ensure appropriate PPE is worn.
7. Conduct daily and weekly checks and cleaning schedules, ensuring correct procedures are adhered to.
8. Report maintenance issues to the Catering Supervisor in a timely manner
9. Assist team members once daily production and individual tasks are completed.
10. Perform other duties within the production facility as required.

Key Working Relationships

1. Chef Supervisor
2. Catering Production Manager
3. Catering Services team

Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

NDIS Risk Assessment

This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.

Other Information

Nil

Job Title	Revision	Date			Page 2 of 3
Catering Assistant	5	09/03/2023	Operations Manager Retirement Living, Linen and Catering	Manager Attraction and Recruitment	
UNCONTROLLED WHEN PRINTED					

Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Previous experience in a large food production facility/commercial kitchen.
2. Previous experience in a manufacturing or processing environment.
3. Knowledge of HACCP and Food Safety guidelines.
4. Excellent written, verbal and interpersonal communication skills
5. Demonstrated ability to prioritise and coordinate work schedules to meet changing requirements, work effectively under pressure, problem solve and meet deadlines.
6. Satisfactory National Police Certificate obtained within the last 12 months.

Job Title	Revision	Date			Page 3 of 3
Catering Assistant	5	09/03/2023	Operations Manager Retirement Living, Linen and Catering	Manager Attraction and Recruitment	
UNCONTROLLED WHEN PRINTED					