

POSITION DESCRIPTION

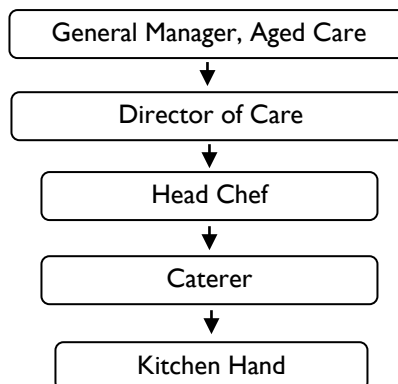
Kitchen Hand

Job Title:	Kitchen Hand
Responsible To:	Caterer, Chef, Director of Care
Responsible For:	Safe food handling, preparation and service to care recipients and maintenance of kitchen hygiene standards.
Founding Purpose	<p><i>“This is how we know what love is: Jesus Christ laid down His life for us. So, we also ought to lay down our lives for others.” (1 John 3:16)</i></p> <p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p>
Vision	<p><i>Pathways for life</i></p> <p>Our vision is to see a fairer Australia by enabling people in need find pathways to a better life</p>
Organizations’ Core Values	Compassion Integrity Respect Perseverance Celebration
Organisation Mission	<p>Walking alongside those in need, we help people discover:</p> <ul style="list-style-type: none">• <i>Pathways to strong families and healthy, happy children</i>• <i>Pathways through a successful youth</i>• <i>Pathways away from homelessness</i>• <i>Pathways for life and work ready skills</i>• <i>Pathways to sustainable employment</i>
Position Purpose:	To assist with preparing, storing and serving of food to care recipients as well as kitchen cleaning and hygiene.
Key Challenges	<p>To meet the standards of the NSW Food Authority Legislation, the Australian Aged care Quality Agency and NSW Health Regulations.</p> <p>Ensuring hygiene within the kitchen and in all food handling processes. Ensuring individual dietary requirements are met.</p>
Key Result Areas	<ol style="list-style-type: none">1. Food Handling, Preparation and Service2. WHS and CQI3. Security

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A. ORGANISATION CHART (What are the key reporting relationships for the role?)



B. JOB REQUIREMENTS (What are the key activities for the role?)

Key Result Area I	FOOD HANDLING, PREPARATION AND SERVICE	
Key Tasks:	Job holder is successful when:	
<ul style="list-style-type: none"> • Prepare meals under the direction of the Head Chef and/or Cook, including late meals, take away meals and staff meals. • Receive food deliveries and ensure prompt and correct storage. • Ensure food is stored within the correct temperature range. • Assist in the preparation and service of food for care recipients and for functions, including special diets for individual residents. • Maintain accurate records in accordance with the Vulnerable Persons Food Safety Program • Ensure adequate food stock and rotation of stored food. 	<ul style="list-style-type: none"> • Food preparation meets hygiene standards set by the NSW Food Authority. • Time from delivery to correct storage is within set limits and documented accurately. • Refrigerator and freezer temperature are checked and documented at the correct times. • Food served within safe temperature range, well presented with correct care recipient diet and service is courteous. • All documentation is thorough and up to date. • Food stock rotation occurs and stock is arranged on shelves correctly. 	

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<ul style="list-style-type: none"> Follow instructions from the Cook and Head Chef, report problems immediately. 	<ul style="list-style-type: none"> Instructions are followed, all problems are reported.
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Key Result Area 2	WHS and CQI
<p>Key Tasks:</p> <ul style="list-style-type: none"> Maintain kitchen in a safe and hygienic state. Ensure personal hygiene (especially hand hygiene) is maintained at a high level at all times. Hand hygiene is thorough and attended at all times. Dress and foot wear are in accordance with NSW Health and NSW Food Authority and Accreditation Standards. Report any rodent or insect sighting promptly. Appropriate induction and training is provided with regards to 'Hygiene' and 'Use of Gloves.' Actively participate in the Continuous Quality Improvement of the service. 	<p>Job holder is successful when:</p> <ul style="list-style-type: none"> Standards of hygiene are maintained within the kitchen and food service areas, including kitchen cleaning, the use and storage of chemicals, cleaning materials, food and effective disposal of sharps and other dangerous implements. Presents in a clean uniform. Hair is contained inside a hat. Hands are clean and washed regularly. Achieves competency in hand washing technique in yearly assessments. Kitchen staff are appropriately dressed and meet hygiene standards set by the NSW Health and NSW Food Authority and Accreditation Standards. <ul style="list-style-type: none"> Rodent and/or insect sightings are reported promptly and attended by pest control. Achieves competency in both Hygiene and Use of Gloves. Delegated CQI activities are completed and included in the relevant CQI meeting.

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Key Result Area 3	SECURITY	
Key Tasks:	Job holder is successful when:	
<ul style="list-style-type: none">• Ensure the security of the kitchen area, the food serving trolley, utensils and keys and advise the Director of Care immediately of instances of theft or suspected theft.	<ul style="list-style-type: none">• Area is secure when staff are absent from the kitchen, stock and utensils can be accounted for and the kitchen is secure.	

C. PURPOSE AND VALUES REQUIREMENTS

Core Area of Responsibility	Purpose and Values
Key Tasks	
<ul style="list-style-type: none">• Actively support Mission Australia's purpose and values;• Positively and constructively represent our organisation to external contacts at all opportunities;• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times;• Operate in line with Mission Australia policies and practices (EG: financial, HR, etc);• To help ensure the health, safety and welfare of self and others working in the business;• Follow reasonable directions given by the company in relation to Occupational Health and Safety.• Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards• Actively support Mission Australia's Reconciliation Action Plan.• Attend all mandatory WHS training and training as directed by your Manager• Actively participate in the facility CQI program ensuring all delegated activities are completed on time.	

D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

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Experience and Qualifications

- Relevant Certificate in Food Safety
- Experience in a Food Handling role

E. APPROVAL

Manager's Name:	
Approval date:	

Employee's Name:	
Date:	

Reviewed June 2017