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| **Employee #** |  |  |  |  |  |  |



**Job Description**

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| **Job Title** | | | **Kitchen Hand** | | | | | | **Location** | | | **UCPH** | | | |
| **Employee Name** | | |  | | | | | | **Business Sector** | | | **Healthcare** | | | |
| **Responsible to** | | | **Chef Manager** | | | | | | **Work Level** | | | **In-Unit Level** | | | |
| Overall Purpose of the Role at the completion of training and induction is capable of delivering a quality catering service to our customers, and patients on a daily basis. This role requires a pro-active approach to Food safety and adherence to Our Safety Culture behaviours. | | | | | | | | | | | | | | | |
| **Role Duties & Requirements** | | | | | | | | | | | | | | |
| * **Deliver professional customer service** * Provide a warm, friendly and welcoming style of service to all customers * Respond to customer requests in a timely manner & ensure customer supplies are replenished * Ensure complaints are dealt with satisfactorily, or passed to the appropriate Manager * Respond to task requests from Head Chef * **Wash dishes (e.g. pots & pans, crockery, kitchen equipment)** * **Maintain clean & sanitised kitchen areas**   *Includes some or all the following:*   * Clean kitchen and surrounds * Sweep and mop floors * Clean, sanitise and store equipment * Handle waste appropriately * Replenish supplies in kitchen areas * Receive and rotate stock * **Assist with preparing and presenting food** * Assist with vegetable and salad preparation * Adhere to site food safety plan | | | | | | | * **Apply basic communication skills**   + Receive and relay information   + Follow routine instructions * **Work with colleagues and customers** * Communicate effectively in the workplace * Maintain personal presentation standards * Work effectively in a team * **Follow company policies and procedures** * **Perform other duties within capabilities as required by Supervisor or Manager** | | | | | | | |
| **Health and Safety Responsibilities** | | | | | | | | | | | | | | |
| * **Follow Compass health, safety and security procedures** * Adhere to health, safety and security procedures * Maintain safe personal presentation standards * Provide feedback on health, safety and security * Report all incidents *immediately* * Identify and report all hazards * Complete all required food safety training to meet company compliance standards * Adhere to and maintain Food Handling standards at all times. * **Follow safe manual handling practices** * **Follow safe food handling procedures**   + Adhere to hygiene procedures   + Adhere to the site food safety plan   + Compliance with the temperature monitoring and corrective action progress   + Compliance with the cleaning schedules * **Comply with infection control policies and procedures in a Healthcare environment** * **Collect, handle, store and manage waste in accordance with organisation guidelines and waste management plans**   + Clean and disinfect equipment and surfaces.   + Maintain hygiene (particular focus on hand hygiene)   Identify and respond to infection risks whilst delivering the catering service | | | | | | | | | * **Adhere to *Our Safety Culture* by** * Following rules * Speaking out * Being mindful and * Getting involved   This will be achieved by personally demonstrating the *Everyone* behaviours detailed in the Compass Group Our Safety Culture Framework document.  **HSEQ Policy/Procedure Documents:**   * Compass Health, Safety and Environment Policy * Employee Health, Safety and environment Handbook * Safe Work Service Procedures (SWSP) * Pictorial Work Instructions (PWI) * Relevant Inspection Forms * Opportunity for Improvement (OFI) * Safety Management Plan * Job Safety & Environmental Analysis (JSEA) * Manual Handling procedures * Material Safety Data Sheet (MSDS) | | | | | |
| **Skills and Experience** | | | | | | | | | | | | | |
| **Essential** | | | | | | **Desirable** | | | | | | | |
| * Team player and able to work autonomously * Experience in a similar role * Flexible approach and attitude * Good communication skills * Hard working, Physically fit and Police Clearance * Hepatitis B shot | | | | | | * Previous experience in a kitchen environment * Previous experience in operating standard kitchen cleaning equipment | | | | | | | |
| **Learning & Development Requirements** | | | | | | | | | | | | | |
| * Compass Corporate Orientation * Food Safety Training Program (Basic Food Handler Awareness / Basic Food Allergen Awareness) * Managing Hazards * Incident Reporting * Behavioural Observations * Relevant toolbox topics * Job Safety & Environmental Analysis (JSEA) | | | | | | * Correct handling and use of cleaning chemicals * Food Safety Instructions * Diet Care * Thickened Fluids | | | | | | | |
| **Award / Agreement Classification** | | | | | | | | | | | | | |
| |  | | --- | | **ACT Healthcare Agreement** | | **Base Classification**  Kitchen Attendant | | | | | | | | | | | | | | |
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| This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances, and you may be required to be flexible and perform other duties as required by your manager. It does not form part of your contract of employment. | | | | | | | | | | | | | |
| **Employee Declaration** | | | | | | | | | | | | | | | |
| **I have read and understood my position description:** | | | | | | | | | | | | | | | |
| Signature: | |  | | Date: |  | | | | | |  | |  |