

POSITION DESCRIPTION

Position Title:	Day Club Kitchenhand
Reports to:	Day Club Manager
Direct Reports:	Nil
Business Area:	Home Care
Primary Location:	Various locations

PURPOSE

The purpose and objective of this position is to ensure the safe preparation, storage, and service of all food items within the Day Club environment. Working collaboratively with staff, and clients, under the guidance of the Day Club Manager, the kitchenhand must ensure client meals comply with regulatory food safety standards and meet nutrition and presentation requirements.

VISION, MISSION, AND VALUES

The Day Club Kitchenhand contributes to Amana Living's Vision, Mission, and Values.

VISION A community where every older person is honoured and valued.

MISSION Together, we enable older people to maintain their individuality, providing what is needed to support a fulfilling life.

VALUES

- Compassion** We act with kindness, empathy, and respect to foster a community of caring
- Collaboration** We work together, so every person's contribution advances our common purpose
- Curiosity** We are determined and creative in finding ways that deliver great outcomes
- Inclusion** We celebrate diversity, ensuring everyone is welcomed and treated equitably
- Trust** We take our responsibility seriously and are worthy of the trust placed in us

AGED CARE CODE OF CONDUCT

Aged care workers are covered by the Code of Conduct for Aged Care. The Code sets out how approved providers (Amana Living) and their workers (Amana Living staff) and governing persons must behave and treat consumers when providing aged care services, and strengthens protections for older Australians against unsafe, poor-quality aged care services.

Amana Living expects all staff covered by the Aged Care Code of Conduct to comply with Code and all remaining staff to provide care and/or service that is safe and respectful and to behave in a way that is in keeping with the Code.

WORK HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and the health and safety of other persons at the workplace. Throughout your employment you must comply with any reasonable instructions, policies and procedures relating to health and safety at the workplace.

The work undertaken by Hospitality Service - Kitchen Hand involves considerable physical activity varying from low to high intensity but predominantly of a medium intensity. Staff must be able to sustain repetitive upper limb activities such as reaching across a table/bench for periods of several minutes at a time, as well as possessing strong grip strength and manual dexterity of the dominant hand for chopping, cutting, food preparation etc. Kitchen staff must therefore possess the following physical capabilities as demonstrated through the tasks below:

Good spinal strength and flexibility is required with reasonably strong upper body strength and good manual grip strength, with the ability to lift up to 15kg between waist and floor levels, occasional lifting of up to 6kgs above shoulder level, and carrying up to 10kgs over short distances.



Staff are also required to spend most of their shift on their feet, alternating between standing and walking activities such as standing at benches preparing meals to pushing /pulling food trolleys weighing up to 30kg over reasonable distances.



KEY DUTIES AND RESPONSIBILITIES

CORE RESPONSIBILITIES	KEY TASKS AND DUTIES
Food and Drink preparation and storage	<ul style="list-style-type: none"> • Receives and stores meals from provider on a weekly basis • Prepares daily morning tea for clients in line with regulatory food safety standards and with a focus on nutrition and presentation • Prepares and plates client lunches in line with regulatory food safety standards and with a focus on nutrition and presentation
Client and staff relationships	<ul style="list-style-type: none"> • Performs all duties and interacts with management, staff, clients, and their families, visiting health professionals and any other person in the work environment in accordance with Amana Living code of conduct, policies, and procedures • Maintains appropriate client interactions in line with the organisational values • Considers client lifestyles and personal choice • Maintains effective interpersonal relationships with others, utilizing appropriate channels for assistance guidance and concerns
Compliance and regulations	<ul style="list-style-type: none"> • Complies with Amana Living's Policies and Procedures • Complies with infection control standards and practices • Participates in and promotes regulatory compliance in occupational health and safety against Amana Living's Policies and Procedures
Personal Development	<ul style="list-style-type: none"> • Attends and actively participates in compulsory training sessions and meetings as required by CHSP Operations Manager / Day Club Manager • Contributes to the continuous improvement of own work practices • Acts to enhance the professional development of self

KEY OUTCOMES

- The service provided to each client will be professional and in line with Amana Living's operating policies and procedures.
- Meals are prepared for clients in line with regulatory food safety standards and with a focus on nutrition and presentation.
- All interactions demonstrate a respectful and courteous relationship with clients, their families, and colleagues.
- Confidentially performs the role having enhanced and maintained professional development through participation in compulsory training, workplace meetings and other performance improvement initiatives.

SELECTION CRITERIA

SKILLS, KNOWLEDGE & ABILITIES
Relevant certificate in cooking / food preparation
Previous kitchen / food preparation experience within the aged care or similar industry
Professional and friendly personality and manner with the sensitivity and maturity to provide personal care to another person/s
A demonstrated passion to provide clients and their significant others with enriching and outstanding care and services in line with the Amana Living's Philosophy of Care

ESSENTIAL REQUIREMENTS
National Police Clearance Certificate (no older than 6 months) or NDIS (Worker's Screening) Check
Proof of current influenza and Covid-19 vaccinations as per Amana Living policies
Western Australian C Class Driver's Licence
Successful completion of pre-employment medical

ATTRIBUTES & ATTITUDES
Professional presentation and proactive attitude
Demonstrated good verbal, written and interpersonal communication skills
Proven organisational and time management skills
Ability to work independently and as a member of a team
Ability to problem solve, applying innovative solutions whilst working within the organisation's policies, procedures, and values
Highly ethical with a focus on community contribution