



## POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	Hospitality Services - Kitchen Hand
<b>DIRECTORATE:</b>	Care and Services
<b>SERVICE:</b>	Residential
<b>REPORTING TO:</b>	Centre Operations Manager/Service Manager

---

### Key Position Objectives:

The role of Hospitality Services - Kitchen within Amana Living Includes but is not limited to:

#### 1. Working within Amana Living Core Values

Performs all duties and interacts with management, staff, residents and their families, visiting health professionals and any other person in the work environment in accordance with Amana Living Core Values:

Core Values	Performance Standards
Compassion	Courtesy and kindness are extended to each person in every circumstance
Justice	All interactions are based on fairness and honesty
Hope	Is the expectation of triumph over every challenge
Inclusiveness	We exist to serve people from all walks of life

#### 2. Key Outcomes

- **General**
  - Prepares and plates food, serves and clears away meals in line with food preparation schedules
  - Maintains the food preparation and serving areas to state hygiene standards
  - Maintains appropriate resident interactions in line with the organisational values
  - Considers resident lifestyles and personal choice
  - Maintains effective interpersonal relationships with others, utilising appropriate channels for assistance guidance and concerns
  - Ensure that dietary requirements are followed as per individual care plans
- **Compliance with Relevant Acts and observed Regulations**
  - 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**
  - Attends and actively participates in compulsory training sessions and meetings as required by Service/Centre Operations Manager
  - Contributes to the continuous improvement of own work practices
  - Acts to enhance the professional development of self

### 3. Key Physical Requirements:

The work undertaken by Hospitality Service - Kitchen staff 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 the majority 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

### 4. Freedom To Act:

In line with the delegated Authority Schedule.

### 5. Selection Criteria:

M/D	Requirements
M	Police Clearance
M	Successful completion of the key physical requirements assessment
M	Proven organisational and time management skills
M	Ability to work independently and as a member of a team, as required
M	Demonstrated good verbal, written and interpersonal communication skills
M	Passion for food preparation
D	Certificate in cooking / food preparation
D	Previous kitchen / food preparation experience within the aged care industry

### 6. Core Competencies (assessed at 3 months, annually and biennially):

M/D	Requirements	3months	Annually	2years
M	Fire Extinguisher and Emergency Procedure training	-	X	-
M	Fire Warden training (if required)	-	X	-
M	Manual Handling training	X	X	-
M	Elder Abuse & Behaviours of Concern training	-	-	X
M	Food Safe training	-	-	X
M	Infection Control training	-	-	X
M	Person Centered Care training	-	-	X
M	Chemical Safety training	-	-	X
M	HR training (EEO, Bullying and Cultural Diversity)	-	-	X
M	Occupational Health and Safety training	-	-	X
M	Complaints and Comments training	-	-	X

*M = Mandatory    D = Desirable*