

**Position Description**  
**Kitchen Hand, Food Services Employee Level 2**

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| **Mission Australia** | |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.  We’ve learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.  Together we stand with Australians in need, until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.  *“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | To reduce homelessness and strengthen communities. |
| **Position Details:**  Position Title: Kitchen Hand, Food Services Employee Level 2 | |
| Division: | Community Services |
| Reports to: | Program Manager |
| Position Purpose: | To assist in the provision of nutritious, quality meals to residents within a therapeutic program |
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**Position Requirements (What are the key activities for the role?)**

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| |  |  | | --- | --- | | **Key Result Area 1** | **Catering** | | **Key tasks** | **Position holder is successful when** | | * Assist in the preparation and cooking of meals for the service however on occasions will be required to take the lead in preparation and cooking of meals as directed by the Cook. * Serve meals to residents during meal service times. * Prepare and store any required additional meals or leftovers ensuring they are appropriately marked * Monitor the levels of supplies and food and notify the Cook when items are getting low so they can be re-ordered * Where required receive orders, cross check with inventory list and unpack in a timely manner to ensure no food spoilage. * In conjunction with other Kitchen staff, contribute to the development of menus for the provision of weekly meals to residents. | * Sufficient, quality food is prepared and service for the service. * Required additional meals are prepared and stored appropriately * Appropriate stock levels are maintained as a result of monitoring supply and food levels and notifying Cook when low. * Stock orders are received, checked and unpacked where required. * Contribution to menu planning is provided in conjunction with other kitchen staff | | **Key Result Area 2** | **Health and Hygiene** | | **Key tasks** | **Position holder is successful when** | | * Ensure the maintenance of required level of hygiene within the kitchen and dining areas including cleaning of all surfaces and equipment, safe storage of food and implements, and cleaning of fridges, food and utensils storage areas. * Comply with standards for the effective management of hygiene issues within the kitchen and food service areas, including the use and storage of chemicals and cleaning materials and food, and removal of rubbish / waste and any damaged or broken kitchen equipment/ utensils/ crockery safely. * Identify and report any accidents, incidents or safety concerns to the manager and action if appropriate**.** | * Kitchen is clean at all times. * The kitchen is maintained in a safe and hygienic fashion. * Effective standards are maintained resulting in safe storage of materials and safe handling of potential hazards. * Any incidents or health and hygiene hazards are addressed and reported to the Cook/Program Manager. | | |
| **P**  **Note-The duties listed in this position description may not be all encompassing. Employees**  **may be required to perform other reasonable duties as requested.**  **Work Health and Safety**  Everyone is responsible for safety and must maintain:   * A safe working environment for themselves and others in the workplace * Ensure required workplace health and safety actions are completed as required * Participate in learning and development programs about workplace health and safety * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries   **Purpose and Values** | |
| * 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 behaviour 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 Work Health and Safety. * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries * Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards * Actively support Mission Australia’s Reconciliation Action Plan. | |

**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Experience in cooking with the focus on providing nutritious, high quality meals. * Experience in working with people with complex needs and/or homelessness * Competent in the use of computes including email and Microsoft packages * Knowledge of food safety and hygiene standards |
| **Key challenges of the role** |
| * The ability to engage with clients who present with complex needs * The ability to work flexible hours including weekends and public holidays * The ability to multi task, time manage to complete required tasks in the provision of nutritious food to residents. * Maintaining the kitchen to Food Safety Standards |

**Compliance checks required**

**Working with Children**

**National Police Check**

**Vulnerable People Check**

**Drivers Licence**

**Other (prescribe)**  Food Safety qualification

**Approval**

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| **Manager name** |  | **Approval date** |  |