

**Position Description**
**Position title: Non People Leader**

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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 |
| Division: | Community Services |
| Reports to: | Caterer, Chef, Director of Care |
| Position Purpose: |  Responsible for safe food handling, preparation and service to care recipients and maintenance of kitchen hygiene standards. |
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**Position Requirements (What are the key activities for the role?)**

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| **Key Result Area 1** | **Food handling, preparation and service** |
| **Key tasks** | **Position holder is successful when** |
| * 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.
* Follow instructions from the Cook and Head Chef, report problems immediately.
 | * 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.
* Instructions are followed, all problems are reported.
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| **Key Result Area 2** | **WHS and CQI** |
| **Key tasks** | **Position holder is successful when** |
| * 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.
 | * 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.
* 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** | **Position holder is successful when** |
| * 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.
 | * Kitchen area is secured when staff leave the kitchen, stock and utensils can be accounted for and the kitchen is secure.
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| **P****U 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.
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**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Relevant Certificate in Food Safety
* Experience in a Food Handling role
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| **Key challenges of the role** |
| * To meet the standards of the NSW Food Authority Legislation, the Australian Aged care Quality Agency and NSW Health Regulations.
* Ensuring hygiene within the kitchen and in all food handling processes. Ensuring individual dietary requirements are met.
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**Compliance checks required**

**Working with Children** [ ]

**National Police Check** [x]

**Vulnerable People Check** [ ]

**Drivers Licence** [ ]

**Other (prescribe)** [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

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