



**Australian
National
University**

Position Description

College/Division:	University House
Department/Unit:	Kitchen
Position Title:	Kitchen Hand
Classification:	ANU Officer 1/2
Position No:	12939
Responsible to:	Anshul Chandna, Executive Chef, Kitchen, University House

PURPOSE STATEMENT:

Casual Kitchen Hands are required to prepare food in the kitchen area.

KEY ACCOUNTABILITY AREAS:

Casual Kitchen Hands working with the Executive Chef and other Sous Chefs in the kitchens within University House, which is the Hotel, Restaurant and Bar & Café on the Australian National University Campus

Position Dimension & Relationships:

Role Statement:

Under routine supervision, the Kitchen Hand will:

- Prepare food and make sandwiches
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

Supervisor/Delegate Signature:		Date:	16/02/2016
Printed Name:	Anshul Chandna	Uni ID:	U5224023

References:

[General Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	University House	Dept/School/Section	Kitchen
Position Title	Kitchen Hand	Classification	ANU Officer 1/2
Position No.	12939	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>
NON-IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>
CHEMICALS		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>

TASK	regular	occasional
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
work at heights	<input type="checkbox"/>	<input type="checkbox"/>
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
electricity	<input type="checkbox"/>	<input type="checkbox"/>
IONIZING RADIATION		
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
beta particles	<input type="checkbox"/>	<input type="checkbox"/>
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
BIOLOGICAL MATERIALS		
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
immunisations	<input type="checkbox"/>	<input type="checkbox"/>

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:	Anshul Chandna	Date:	16/02/2016
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