

Position Description

POSITION DETAILS			
Position Title	Kitchen Hand		
Reports to	Manager – School Nutrition Program		
Business Function	School Nutrition Program	Salary Grade	ARRCS Enterprise Agreement
Direct Reports	0	Band / Level	SCHADS Level 1.1-1.3 pending prior experience.
Indirect Reports	0	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Consumers within our care and their families/relatives Operational Team Members and Front-Line Leaders
External Key Relationships	Collaborate with third parties providing services to the organisation

OUR ORGANISATION

Australian Regional and Remote Community Services began in July 2014. ARRCS aspires to improve the quality of life for older people living in regional and remote areas of Australia. We currently provide support to people across the Northern Territory and South Australia through Residential Aged Care and Home Care Services. We take a holistic approach to our work and hold a deep respect for Aboriginal & Torres Strait Islander Cultures and Elders, which remain at the core of all that we do.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE

The role of Kitchen hand – School nutrition program is to provide support to the chef in the preparation of meals for the program. The School Nutrition Program provides breakfast, lunch and snacks to participating schools and students to team them on healthy living and diet. Work will include preparation of food, cleaning, and delivery to our clients.

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KEY RESPONSIBILITIES

Kitchen Hand

- Assisting with basic, general food preparation of meals and snacks.
- Re-stocking cold and pantry stores as required, before and after meal periods.
- Extensive dishwashing and cleaning of the kitchen and supporting equipment.
- Maintaining legislated food hygiene and safety practices.
- Support in the delivery of meals to schools as required.
- Acceptance of store delivery supplies and stock.
- Ad hoc Kitchen duties as directed by the management team.

Work, Health and Safety

- Participate and contribute to WHS practises to ensure a safe work environment.
- Ensure that team members comply with WHS policies and procedures and promptly respond to and report health and safety hazards, incidents, near misses and workers compensation.

Personal Accountability

- Compliance with ARRCs's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCs employees and external stakeholders in accordance with ARRCs's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Qualifications – Desirable however, not essential.

- Certificate II or above in Hospitality or a similar discipline.

Experience

- Previous experience assisting in all aspects of kitchen operations, food preparation and service provision in an aged care, hotel, or similar catering environment is preferred however, not essential.
- Ability to work well independently as well as with other team members.

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- A commitment to genuine, friendly customer service.
- A motivated, enthusiastic, and positive 'can-do' attitude.
- Pride in personal appearance & hygiene.
- Current NT Drivers licence is essential.

Mandatory Requirements

- Food Handlers Certificate – To standard 3.3.2A
- Current NT Working with Children Card
- Current Influenza Vaccination
- National Police Check – Lodged or dated within 3 months of commencement.
- Driver's License

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Manager or ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.