

CatholicCare NT Role Description

Position Title	Kitchen Attendant
Position Number	CC2788
Salary	Base Salary SCHADS Grade 1 Plus superannuation guarantee, 17.5% leave loading and salary packaging option
EFT	Casual
Location	Crerar Rd
Commencement	ASAP
Completion	Ongoing (subject to funding)
Last Reviewed	AUGUST 2026

1. Program Description

CatholicCare NT (CCNT) is a not-for-profit organisation committed to building safe, respectful, and empowered communities across the Northern Territory. We provide a diverse range of social services that support individuals, families, children, schools, and communities, many of whom live in remote or very remote areas. Guided by our values of respect, honesty, courage, connection and fairness, we work in partnership with local communities, with a strong commitment to Aboriginal and Torres Strait Islander peoples and cultures.

Our Crerar Road accommodation facility provides predominately an Indigenous accommodation service, comprising of a 190-bed shared visitor accommodation over two adjacent properties. The Crerar Road accommodation facility provides a home away from home experience to our participants who come to town for medical appointments, shopping, catching up with family or sporting events. In addition to this we provide renal, and homeless accommodation.

CatholicCare NT operates the Crerar Road Accommodation site seven days, twenty-four hours. Meals are included.

2. Purpose of the Position

The Kitchen Attendant is responsible for supporting kitchen operations by ensuring the cleanliness, safety, and efficient preparation and service of meals. This includes assisting with meal service, cleaning duties, restocking supplies, and maintaining hygiene standards in both kitchen and dining areas.

3. Organisational Relationships

Works under regular supervision and reports to the Chef.

May provide limited guidance to a limited number of lower classified employees.

4. SCHADS Grade 1 Characteristics

- Works under close direction and undertakes routine activities which require the practical application of basic skills and techniques. They may include the initial recruit who may have limited relevant experience.
- Perform clearly defined activities with outcomes being readily attainable.

- Duties at this level will be closely monitored with instruction and assistance being readily available.
- Freedom to act is limited by standards and procedures. However, with experience, employees at this level may have sufficient freedom to exercise judgment in the planning of their own work within those confines.
- Positions at this level will involve extensive on-the-job training including familiarisation with the goals and objectives of the workplace.
- Will be responsible for the time management of work
- Required to use basic numeracy, written and verbal communication skills

5. Key Responsibilities and Performance Standards

5.1 Meal preparation & Service

- Read and follow instructions from the kitchen board and/or chef
- Reheat trays in the oven as directed
- Serve dinner and desserts in a timely and friendly manner
- Pack up dinner leftovers appropriately and store as instructed

5.2 Dining Room Setup & Maintenance

- Set up dining room for dinner including sauces, salt and pepper, and cutlery
- Refill essentials such as sugar, tea, cordial, and plastic spoons as required
- Clear desserts after service
- Clean and wipe down tables and chairs in the dining area
- Clean dining room floor at the end of the shift

5.3 Dishwashing & Cleaning

- Wash dishes promptly and efficiently during and after meal service
- Turn off, empty, and clean the dishwasher
- Spray and wipe all kitchen benches using approved cleaning products (e.g., White Clean)
- Mop kitchen floor thoroughly at end of shift
- Empty kitchen and dining area bins, flatten cardboard boxes before disposal, and replace liners
- Ensure all lights, ovens, and fans are turned off and kitchen doors are secured at shift end

5.4 Work Health & Safety

- Comply with all food safety, hygiene, and WHS guidelines
- Immediately report any hazards, equipment issues, or incidents to the supervisor

5.5 Participate in Supervision and Evaluation activities by:

- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.6 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

7. Work Conditions

The position is located in a busy, open kitchen.

8. Selection Criteria

- 1) Experience in a similar environment.
- 2) Food Safety Certificate (or willingness to obtain).
- 3) Current First Aid Certificate (or willingness to obtain).
- 4) Strong interpersonal and communication skills.
- 5) Demonstrated cultural competency, particularly in working with Indigenous people
- 6) The ability to meet hygiene standards
- 7) Be self-motivated and able to work under your own initiative

9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence. The Criminal History application will need to be completed and outcome received prior to your employment commencement date. CatholicCare NT will cover the cost of this application.
- 3) First Aid certification or willingness to obtain
- 4) Food Safety Certificate
- 5) Valid NT Drivers Licence and Ochre Card.

- 6) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 7) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History Check (ICHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory. CatholicCare NT will cover the cost of this application.
- 8) This position is classified as a mandatory worker position for the purpose of directions issued by the NT Chief Health Officer.
- 9) Six-month probation period.
- 10) Non-smoking working environment.
- 11) The contact details of at least two referees are required, one of which must be your current direct line supervisor.
- 12) Evidence of qualification attainment will be required.
- 13) Aboriginal people are strongly encouraged to apply.