



POSITION DESCRIPTION

Kitchen Hand

1. POSITION IDENTIFICATION

Position Title:	Kitchen Hand
Reporting To:	Head Chef
Position Classification:	As determined by Seymour Colleges SA Enterprise Agreement 2017
FTE:	Casual

2. POSITION SUMMARY

The Kitchen Hand will assist the Chefs with daily operations within the Seymour College hospitality department. This will include food preparation, customer service, washing of dishes and meeting food handling and hygiene expectations.

3. KEY ACCOUNTABILITIES

The position responsibilities are summarised in the following areas:

3.1 Key Responsibilities

3.1.1 Specific

- assist the Chefs in the preparation, cooking, baking and serving of meals for boarders and supervisors
- clean the dining areas after each meal
- ensure stocks of fruit and other provisions are maintained in the Boarding House
- undertake general cleaning duties that meet the standard of the College's In-house catering specification
- undertake general kitchen duties related to serving both food and/or non-alcoholic beverages
- preparation of food for canteen service or dinner function services
- washing/scrubbing all crockery, cutlery and cooking items used throughout shift
- stowing all clean items neatly and ensuring storages areas are kept clean and tidy
- maintaining a high standard of hygiene and cleanliness in the kitchen at all times
- emptying all waste bins into the outdoor bins provided, removing cardboard and other recycling materials to appropriate bin
- cleaning of benches, cool room, freezers, storeroom, etc as required

- assisting cooking staff with stock rotation/movement

3.1.2 General

- assist the Principal in fulfilling the aims and purpose of Seymour College, by supporting the philosophy and ethos of the College as summarised in the College vision:
*Women of strength, optimism and justice, confident for the future and ready to take on the world.
Seymour inspires within each student a passion for lifelong learning, a celebration of community, and a quest for personal excellence.*
- cooperate fully with the Principal and other members of staff in keeping with the values and traditions of the College
- actively support the strategic direction of Seymour College
- demonstrate organisational, administrative and management practices appropriate to the position
- support a vibrant learning environment within Seymour College
- provide consistent public support both within and outside of Seymour College for school-wide policy initiatives
- practice professional judgement and initiative commensurate with the role
- comply with legislative requirements and the SA Enterprise Agreement 2017
- perform duties according to College policies, particularly the College Staff Handbook
- carry out other duties related to the position as required

3.2 Knowledge

The kitchen hand is expected to:

- demonstrate professional and courteous interactions with parents, staff and students
- demonstrate exemplary customer service
- understand dietary requirements of staff and students

3.3 Use of skills and problem Solving

The kitchen hand is expected to:

- apply Solutions to a range of problems
- provide accurate information in response to routine meal enquiries

3.4 Control, authority and decision making

The kitchen hand:

- Receives supervision
- Has the ability to work under routine direction

3.5 Judgement

The kitchen hand has:

- The ability to prioritise
- The ability to locate and provide accurate information, based on a variety to sources, in relation to enquiries

3.6 working relationships

The kitchen hand will:

- Report to the Head Chef
- Work under routine direction
- Work in a team environment and work collaboratively with colleagues

3.7 Statement of key outcomes and associated activities

The kitchen hand will:

- Interact positively with the students, boarders and colleagues
- Ensure all tasks related to the position are carried out efficiently and effectively

4 SELECTION CRITERIA

4.1 Essential Criteria

4.1.1 Educational/Vocational Qualifications

- Working With Children's Check (WWCC)
- Food Handling Safety Certificate
- Responding to Abuse and Neglect Certificate (RAN)

4.1.2 Skills and Abilities

- ability to take direction and work in a team environment
 - ability to multi-task, work efficiently and effectively with flexibility
 - possess a professional and courteous manner
 - empathetic attitude towards students
 - attention to detail and neatness in the preparation of food
 - ability to be flexible and respond to current needs as they occur
 - ability to prioritise and organise own workload
 - ability to work calmly whilst under pressure, in order to meet deadlines
 - flexible, prepared to respond to requests at short notice
- is punctual and well mannered

4.1.3 Experience

- previous experience of working as a Kitchen Hand
- excellent customer service skills
- basic experience in cleaning and preparing food in a safe and hygienic manner

4.1.4 Knowledge

- WHS in the workplace
- food Hygiene
- food Handling

4.2 Desirable Criteria

4.2.1 Experience

- previously worked in a similar role

4.2.2 Knowledge

- previously worked in a similar role

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