



POSITION DESCRIPTION

Position title: Kitchen Hand

Department: Operations

Reporting to: Executive Chef

Supervises: Nil

Employment type: Casual

Classification: Level 1.1
Higher Education Industry – General Staff Award 2010

Conditions: Up to 38 hours per week;
May include some weekends and nights as dictated by business requirements;
Eligible for Laundry Allowance

Purpose

To prepare and serve the Kitchen’s menu to agreed specifications, quality and presentation requirements. This role will be responsible for working with the Chefs and the rest of the Kitchen team to deliver agreed food standards.

This role is required to assist with general kitchen duties including the preparation of food with some cooking required from time to time, cleaning and dish drop activities.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Food & Beverage Production	<p>Ensure all food is correctly made in accordance with the standard recipes, HACCP requirements, instruction and demonstration provided</p> <p>All food items are made to the correct specifications and ingredients</p> <p>All food leaves the kitchen presented to the agreed specification</p>	<p>Stakeholder feedback</p> <p>High quality food is consistent at all times, prepared and presented correctly and to the correct temperatures</p>
Kitchen Maintenance	<p>Ensure the kitchen is well presented and that all equipment and cooking areas are cleaned and sanitised at end of shift</p> <p>Ensure stock rotation is maintained and in accordance with HACCP programmes</p>	<p>Organisational and Department policies and procedures adhered to</p> <p>Cleans the kitchen and displays products according to procedure</p>

<p>Compliance</p>	<p>Comply with Organisational, Departmental and Legislative Work Health and Safety requirements</p> <p>Work completed in compliance with HACCP process and procedures</p> <p>Cash handling procedures complied with</p> <p>Excellent personal hygiene and presentation is demonstrated at all times, in line with USU Policies and Procedures</p> <p>Opening and closing of kitchen</p> <p>Ensuring that all Kitchen areas, storage areas, cool rooms and freezers are kept clean and tidy at all times</p> <p>Stock and product is stored in accordance with HACCP hygiene regulations and systems</p> <p>Use safe manual handling techniques and practice safe work habits following USU HACCP policies</p> <p>Wear/use protective clothing/ equipment provided where necessary</p> <p>Take a consultative role in assisting and maintaining a clean, tidy work area and a healthy and safe working environment</p> <p>Report all incidents and hazards immediately to Executive Chef, Supervisor and/or the HRBP</p>	<p>Minimum of incidents in area, all incidents/near misses reported before completion of shift</p> <p>HACCP processes and forms are completed accurately</p> <p>Variances are within responsible range</p> <p>High standard of personal hygiene demonstrated at all times</p> <p>Cash Handling procedures complied with</p> <p>Kitchen operating procedures complied with</p> <p>Kitchens are correctly opened and closed</p>
<p>Work Health & Safety (WHS)</p>	<p>Conduct all work in a safe manner</p> <p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and People & Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Supervisor</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p>

	Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner	<p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>
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Essential Criteria

- 2+ years' previous experience working in a restaurant or functions kitchen environment
- Current Food Handlers Certificate or higher or willingness to obtain
- Exposure to food production and basic cooking processes
- Ability to work independently
- Excellent personal presentation
- Flexible 'can do' attitude towards work
- Willing and able to move between USU kitchens as required

Desirable Criteria

- Tertiary qualifications in Hospitality or Commercial Cookery
- Demonstrated proficiency in knife skills and basic cooking methods
- Experience in opening and closing kitchens
- Knowledge of cost control and stock control
- Knowledge of HACCP and Work Health and Safety Regulations and requirements

Physical Requirements

Required frequently: standing, walking, chopping, bending, reaching, scooping

Required occasionally: squatting, kneeling, lifting above shoulder height, lifting up to 15 kilograms

Compiled by: People & Culture Manager Date: Nov 2016

Authorised by: People & Culture Date: Nov 2016

Current Employee Signature: _____ Date: _____