

**Position Classification:** Service and Support

**Responsible for:** Kitchen responsibilities, Assist in food preparation, Procurement of cleaning product.

**Leadership/Business influence:** Minimal supervision, working independently/proficiently

**Reports to:** Executive Chef/Sous Chef

**Supervises:** N/A

### Main Functions and Activities

#### Kitchen

- Be Ready at the start of shift
- Ensure clean dishes and cutlery are provided before and during service
- Ensure all kitchen cleaning requirements are performed during and at close of day
- Assist in general food preparation as required by Head Chef / Sous Chef
- Other duties during service as requested by Head Chef/Sous Chef
- Cleaning and maintenance of all cooking equipment
- General cleaning of kitchen surfaces and floor during service

**Measures** - A clean and tidy kitchen before and after service as determined by Head Chef/Sous Chef. Duties during service completed satisfactorily as determined by Head Chef/Sous Chef.

#### General Cleaning

- Daily laundry duties including washing of tea towels, aprons, cloths etc
- Rubbish removal and bin replacement in kitchen (Not after dark)
- Notify Head Chef when cleaning supplies need to be ordered

**Measures** - Ensure all laundry is thoroughly clean and done in a timely manner. Rubbish removed after each service.

#### Other Duties

- Assist in other areas of the business as required.

**Measures** - Determined by the Head Chef/ Site Manager.

### Promote Safe Attitudes and Work Practices

- Wear Personal Protective Equipment (PPE) as specified
- Comply with all WH&S policies and procedures
- Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor
- Maintain all equipment to a safe working standard
- Work on a manner which is conducive to WH&S
- Ensure MSDS are maintained for all chemicals

**Measures** - Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure. Maintenance schedules adhered to at all times. Constantly monitored by Head Chef / Sous Chef.

**Internal contacts** - Administration, Bookings, Chefs, FOH Staff.

**External contacts** - N/A

### Essential Capabilities and Experience

- Ability to work unsupervised
- Hands on work ethic
- Ability to work as part of a team
- Ability to work under pressure

### Desirable Capabilities and Experience

- Previous kitchen hand experience
- Food Handling Certificate

Incumbent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_