



## POSITION DESCRIPTION

**Position:** Kitchen Hand/Dining Room Attendant      **Status:** Part-time Term-time  
**Reports to:** Catering Supervisor      **Date:** 2019  
**Classification:** Services Staff Level 0

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### PURPOSE OF THE POSITION:

To assist the Catering Supervisor/Chef and other Kitchen staff in the efficient running of a busy commercial kitchen. Other duties may be assigned.

### Key Characteristics:

- Work efficiently unsupervised, demonstrating good time management skills
- Practice a high level of personal and professional hygiene
- Demonstrate effective communication skills
- Demonstrate a genuine interest in working with Adolescence
- Work in a small team environment and have some flexibility with working hours
- Take pride and care in your work area
- Work under pressure
- Complete in a timely manner, neatly and accurately, the required Food Safety Program records

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### CERTIFICATES, LICENSES, REGISTRATIONS

A Positive Notice issued by Blue Card Services is required  
Level 1 Food Handling Certificate is required

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities will be assigned by the Catering Supervisor/Chef. Duties will be performed in accordance with agreed work practised. Other duties may be assigned by the Business Manager or Principal.

### Essential duties may include, but are not limited to, the following;

- Opening all Dining Room doors before service
- General cleaning of Dining Room and surrounding areas
- Wiping down table tops and chairs using a damp cloth and correct cleaning liquids
- Setting tables with silverware and glassware when required
- Organising plates, cutlery and serving equipment at servery
- Preparing jugs of drinks for students
- Performing minor food preparation when required
- Setting up areas to place all dirty cutlery, plates and glassware after service
- Assisting Cook in setting up for dinner service
- Assisting Cook in kitchen with cleaning dishes etc
- Assisting Cook in meal service
- Carrying dirty dishes from dining room to scullery
- Filling and emptying dishwasher before and after service

- Washing and putting away all plates, bowls, cutlery, cups and glassware after they are cleaned and dry
- Sweeping and mopping floors in the dining room, serving area and scullery
- Cleaning and sanitizing Scullery at end of shift in preparation for next day
- Washing, drying and folding tea towels and aprons
- Closing and locking Dining Room doors after service and turn off all lights and fans
- Setting out plates, cutlery and drink dispensers for breakfast the next day