



POSITION DESCRIPTION

Position: Kitchen Hand/Dining Room Attendant **Status:** Part-time Term-time

Reports to: Catering Supervisor **Date:** 2019

Classification: Services Staff Level 0

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