

# **INFORMATION PACKAGE**

## **KITCHEN HAND**

### **Information for Applicants:**

#### **Applicants must address the enclosed Key Selection Criteria**

Applications should include a detailed resume addressing the enclosed Key Selection Criteria. Additionally, the names and contact numbers of at least two (2) recent referees, that are work related, should be nominated. These referees may be contacted without further reference to the applicant.

It is part of the consciousness at Ballina RSL Club Limited (the Club) to promote and encourage Occupational Health and Safety. Commitment to a safe and healthy work environment is achieved through the promotion and development of safer and healthier work practices and conditions involving each and every staff member participating on a voluntary basis. In this respect employees are responsible and accountable, at least to the extent of their duties as prescribed by the Occupational Health and Safety Act 2000.

All successful appointees will be expected to demonstrate the same level of occupational health and safety consciousness, and support and contribute towards risk management initiatives developed at the Club.

Failure to co-operate and respond to the above, may result in termination of employment.

The Club also has a policy of active involvement in the effective return to work of injured or occupationally unwell employees to ensure a speedy recovery and safe return to active employment.

Conditions of employment are in accordance with the Club Employees State Award and other Industrial Agreements, plus Clubs policies and procedures.

A Pre-Placement Health Assessment shall be conducted prior to any offer of appointment. The Club promotes equal opportunity in the workplace.

A three month probation period applies to all successful appointees, your work performance will be assessed prior to expiration of your probation period, this assessment will be the basis for employment beyond the probation period. The Club retains the right to reduce this probation period.

## Kitchen Hand

### KEY SELECTION CRITERIA

NOTE: In your application you must address each of the following Key Selection Criteria individually.

- Demonstrated recent experience in ensuring cleanliness of kitchen equipment and utensils.
- Demonstrated recent experience in ensuring cleanliness of kitchen areas (floors, bins, benches etc)
- Demonstrated recent experience in being able to work as a team member and be able to work with minimum supervision
- Current class C Drivers Licence

### POSITION PROFILE

Title: Kitchen Hand

Reports to: Executive Chef, or in his absence, Duty Chef or Duty Supervisor.

Award – Club Employees (State) Award

Wage classification – level 1

Organisational Relationships:

Working within Clubs catering section, which will involve working in either of the Clubs 2 kitchens at it's River Street premises, or at the Club's Canal Road premises. Position Objectives: Ensure food services items are cleaned in a timely manner to the highest standard and maintain a clean and safe work place environment in the kitchen/s.

Clients (Customers) to be serviced:

Internal

- All fellow employees who use the kitchens as their place of work
- Other employees who rely upon you do discharge your duties in a safe and timely manner .

External

- Members, their guests and visitors who utilise the Clubs catering facilities.
- Regulatory bodies who require the Clubs kitchens to be cleaned to the highest standard.

Requirements of the Position and Operational Responsibilities.

RESPONSIBILITIES AND DUTIES:

A) Responsible for ensuring the cleanliness of kitchen equipment and utensils by:

- 1) Stacking, clearing and operating the dishwasher.
- 2) Hand washing items unable to be cleaned in the dishwasher
- 3) Cleaning dishwasher during and after use.
- 4) Return clean items to correct storage areas.
- 5) Assist with cleaning crockery and cutlery as required.
- 6) Ensure wash up area is clean prior to completing your shift.
- 7) Emptying dishwasher and sluicing with clean water
- 8) Wipe down dishwasher with nature clean
- 9) Clean meat slicing machine
- 10) Clean mixing machine
- 11) Clean stove tops and drip trays
- 12) Clean flour bins, if they are empty
- 13) Wipe down the fryers

B) Responsible for the cleanliness of the kitchen area by:

- 1) Monitor and empty rubbish bins and replace bin liners on a regular basis so as to ensure they do not become a manual handling hazard, by being over filled. Place rubbish bags onto back of the garbage truck.
- 2) Sweep floor, apply DFA 100 cleaning solution. Hot hose the bistro floor. Mop excess water from bistro floor. Mop the carvery floor. Mop the top kitchen floor. Hot hose the mop and broom so they are clean.
- 3) Clean up benches and wipe them down
- 4) Maintain a clean work area.
- 5) Spray oven with DFA 100 cleaning solution then steam and hose out, in accordance with safe work procedures.
- 6) Remove floor mats, including those in the carvery, to the back dock area, then treat with DFA 100 cleaning solution, hot hose and stand the mat on its end to drain excess water.
- 7) Top Kitchen, special duties include;
  - 7.1. Sweeping floors as required to remove food scraps
  - 7.2. Mop up liquid spills as they occur.
  - 7.3 Sign posting hazards such as WET FLOORS
  - 7.4. Adhere to the designated cleaning program, as posted on the kitchen wall.
  - 7.5 Ensure function rooms, multi purpose room, auditorium and restaurant are cleared of catering items and utensils.
  - 7.6. Sweep clean the floor and kitchen corridor.
  - 7.7. Mop floors and corridor with DFA 100 cleaning solution, including the crockery room
  - 7.8. Daily, clean out the drip tray under the three cold room doors.
  - 7.9. Clean and hose out the green wheelie bin daily.

C) Refer communications book daily for any additional directions

D) Complete and sign daily checklist before completion of shift

E) OH&S Responsibilities

- 1) Wear PPE
- 2) Follow procedures
- 3) Use equipment properly
- 4) Report injuries
- 5) Report hazards
- 6) Keep work area clean
- 7) Participate in return to work plan when required
- 8) Return to work on suitable duties if injured

F) Any other duties as directed by management

Accountability:

The Kitchen Hand is accountable for his / her decisions and actions that impact on internal and external customers and the manner in which job description functions are discharged. Guidance, in a post training environment, is only in the form of Job Description and Clubs Polices and Procedures Manual.

Profile agreed to by applicant.....

Date...../...../.....