

Maltese Aged Care Association (SA) Inc.

POSITION DESCRIPTION

Position:	Kitchen Hand
Hours of Work:	8:00am to 12:00noon Thursday and Friday
Award:	Hospitality Industry / General Award 2010

PRIMARY OBJECTIVES

To ensure that all meals for Maltese Aged Care Association (SA) Inc. (MACASA) delivery are correct, packaged and ready for collection or delivery on time.

- To maintain kitchen cleanliness to provide a high standard of hygiene in a safe and healthy manner and in accordance with current food safety standards;
- To efficiently and safely set-up and serve our Centre-based meals to our Centre clients;
- To support the Kitchen team in the delivery of food for internal and external events.

REPORTING RELATIONSHIPS

This position reports directly to the Cook, and is accountable to the Services Manager and the Management Committee of MACASA.

KEY ACCOUNTABILITIES

(1) Food Handling and Preparation

To assist with the preparation and portioning of food for MACASA's clients and for Centre-based functions as required.

Activities

- To liaise with the Cook to:
 - pack cooler bags or hot boxes for the volunteers and clients according to the run sheets and each client's specific requirements, and
 - select the correct meal from the freezer or Kitchen for each client for that day;
- To provide back-up for volunteer drivers as necessary;
- To heat meals on plates or in trays in accordance with food safety standards;
- To assist in the serving of Centre-based meals according to each client's requirements and requests;
- Prepare food as directed for Centre-based lunches, internal and external events;
- Storage of delivered goods in accordance with our food safety policy.

(2) General Cleaning

To clean the kitchen, freezers, fridges, store room and surrounding areas, including all equipment, to provide the highest level of cleanliness and hygiene, and ensure items are clean and available as required.

To empty bins, including breaking up boxes, as required.

Activities

- To wash and rinse insulated bags and ice packs to ensure that they are hygienic, clean and ready for use on time;
- To appropriately store insulated bags when not in use;
- To maintain clean kitchen benches, floors, equipment, and storage areas according to HACCP standards;
- To undertake general kitchen cleaning duties as per the daily and weekly rosters.

(3) General

To carry out all Position requirements in accordance with professional standards, in compliance with policies and procedures, and in a spirit of cooperation and effective teamwork to contribute to the Service meeting its objectives and developing in accordance with the Strategic Plan.

Activities

- To actively participate in staff supervisor meetings and other meetings;
- To participate in training and work planning as required;
- To undertake all work in accordance with MACASA's policies and procedures;
- To develop and maintain effective and professional working relationships with all clients, staff and volunteers of MACASA;
- To undertake training and development to maintain and enhance the skills and knowledge required for the position;
- To accurately complete any documentation as required;
- To treat confidential items and confidential discussions involving MACASA business with the strictest confidence;
- To adhere to our Employee Code of Conduct;
- To undertake other duties as required by the Cook and Services Manager.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**Professional**

- The ability to learn and adhere to food safety standards, safe work practices, and occupational health and safety standards;
- A good level of English language literacy (verbal and written);
- Time management skills, accuracy and attention to detail;
- A current South Australian driver's license;
- An insured and registered motor vehicle.

Personal

- Good interpersonal skills and the ability to liaise with a range of people, especially the elderly and special needs people;
- The ability to work both independently and as part of a team;
- To be reliable, and able to use initiative when necessary;
- To have a strong commitment to and a positive attitude towards delivering a high level of customer service to our clients, and the ability to work cooperatively to meet our clients' requirements;
- To take pride in cleanliness and hygienic food handling;
- To maintain a reasonable level of physical fitness for lifting and other manual handling work.