JOB DESCRIPTION
KITCHEN HAND

REPORTS TO: Executive Chef

SUBORDINATE POSITIONS: Nil

AWARD: Wollongong UniCentre Services Agreement

SECTION: UniCentre

JOB SUMMARY
To perform a full range of duties and responsibilities within the Food services unit, ranging from washing, to stocking, assist in basic preparation of food and delivery of food to designated areas

CUSTOMER SERVICE:
1. To provide a high level of customer service when serving and the register operation in service areas.

FINANCIAL CONTROL:
2. To follow cash handling procedures.

PEOPLE AND CULTURE:
3. Ability to work in a team based environment.

BUSINESS PROCESS AND INNOVATION:
4. The receipt and checking of all food and beverage products delivered by suppliers
5. Moving all goods received to the appropriate storage areas at all times following correct food safety requirements
6. Maintain a high standard of cleanliness in the cleaning of all kitchens (including floors & benches), kitchen equipment, bars, glassware, crockery and cutlery
7. Basic meal and food preparation
8. Delivery of prepared foods to designated areas as per instructions in an efficient manner
9. Maintaining a high level of food handling and Work Health and Safety practices
10. The removal and appropriate disposal of rubbish
11. Waiting and beverage service as required
12. To follow written operational procedures and work methods for all areas of the service, ensuring consistent, high quality standards.
OTHER:

1. Other duties as directed by the Executive Chef

WORK HEALTH AND SAFETY:

2. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures

3. Work within guidelines as detailed in the relevant Standard Work Method Statements (SWMS).

4. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.

5. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.

6. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: ___________________________ Date: ________________

Employee

Signed: ___________________________ Date: ________________

Manager
PERSON SPECIFICATION

Essential

• Drivers Licence
• A demonstrated ability to implement good food handling practices and personal hygiene
• Experience in cleaning of kitchens and equipment

Desirable

• Tertiary qualifications in hospitality
• Computer skills
• Responsible Service of Alcohol Certificate
• Experience in the set up and service of food and beverage

All applicants are strongly advised to address each criterion individually in their application