



# Parliamentary Services Department

## Job Description

### Kitchen Hand

Classification:	Kitchen Hand
Type of employment:	Casual
Unit:	Catering Services
Date last updated:	December 2022
This position reports directly to:	Senior Kitchen Hand
This positions Supervisor is responsible to:	Executive Chef
Number of staff reporting to this position:	Nil

#### About the Unit

Catering Services is responsible for ensuring Members, staff and visitors are provided with appropriate food and beverage services. The unit maintains the safe management of food implementing Hazard Analysis Critical Control Point (HACPP) and Work Health and Safety (WHS) as well as follows the responsible service of alcohol (RSA). The unit is responsible for the management of the Parliamentary Refreshment Rooms (PRR) as a business entity including accounting for stock and finances.

The kitchen is responsible for daily food purchases, menu planning, recruiting, rostering and training of kitchen staff, food preparation and service, maintaining standard food and staffing costs and maintaining specialised equipment and industry standard hygiene levels (incorporating daily dish and pot wash facilities as well as daily maintenance and cleaning of all back of house service kitchens and storage areas).

#### Primary Responsibilities

In conjunction with the Senior Kitchen Hand and Sous Chef, the Kitchen Hand is responsible for cleaning and maintaining all pots, utensils, cutlery, crockery, cooking equipment as well as floors, drains, dumb-waiter, trolleys and under bench areas.

The position also assists with reporting of faults and safety concerns in relation to the kitchen, equipment and facilities; and correct handling of cleaning chemicals under supervision of the Senior Kitchen Hand.

The Kitchen Hand assists with some basic mis en place as required and directed by Chef, Tradesperson Cook and Cafeteria Manager.

## Specific Duties

In conjunction with the Senior Kitchen Hand and Sous Chef, the Kitchen Hand undertakes the following tasks:

1. Cleaning duties are directed by the Senior Kitchen hand, Cafeteria Manager and Executive Chef.
2. Mis en place as requested.
3. Reporting any faults and safety concerns in relation to the kitchen, equipment and facilities.
4. Assisting Store Person when required.
5. Safe handling and use of chemicals used in the cleaning and sanitation of the kitchen. equipment and facilities.

## Selection Criteria

### Essential

1. Sound knowledge of the use and storage of cleaning chemicals under supervision.
2. Ability to work as part of a team and independently as required.
3. Time management and organisation.

### Desirable

1. Experience in a similar role.
2. Sound knowledge of food safety and hygiene standards – HACCP accredited.

## Competencies

### INITIATIVE

Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being pro-active.

### PLANNING AND ORGANISING / WORK MANAGEMENT

Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

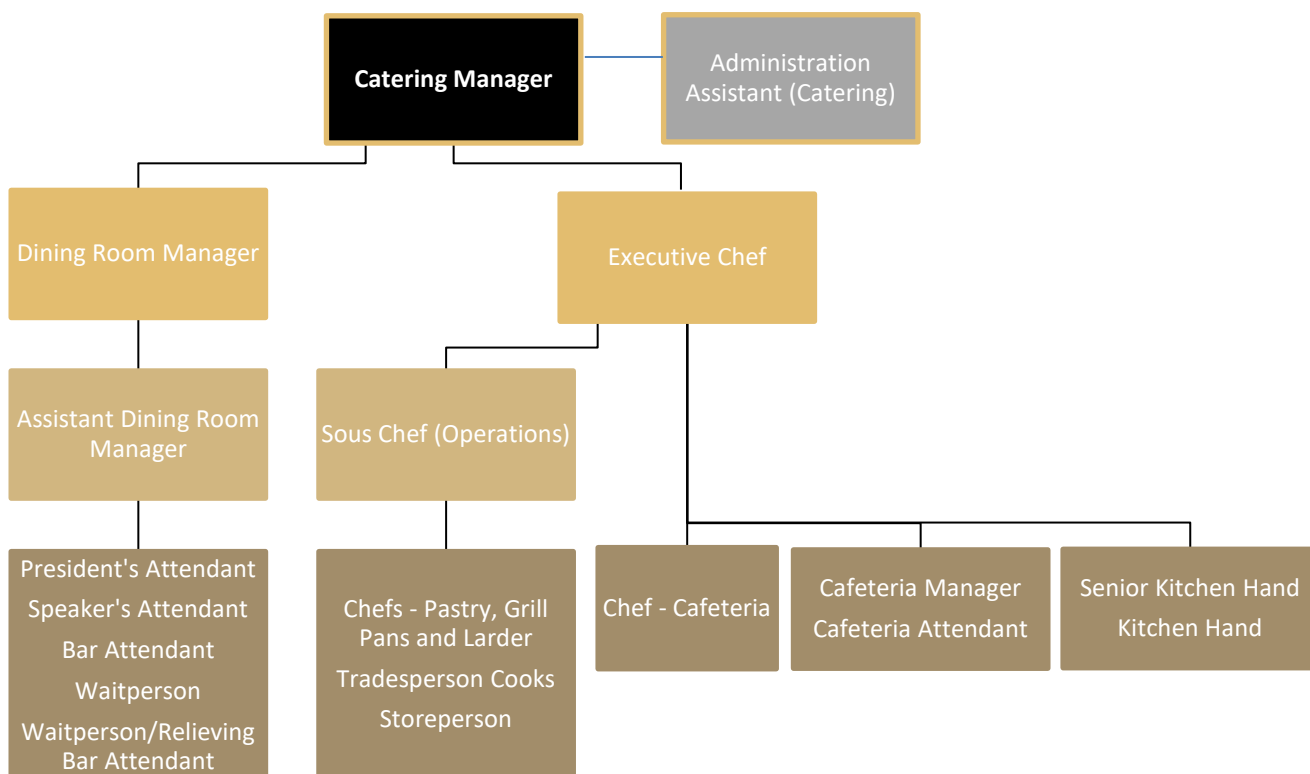
### SAFETY AWARENESS

Being aware of conditions that affect employee safety including chemical storage and use.

## WORK STANDARDS

Setting high goals or standards of performance for self, direct reports, others and the organisation; being dissatisfied with average performance; self-imposing standards of excellent rather than having standards imposed by others.

## Unit Organisational Structure



## Parliamentary Service Department Values

Parliamentary Service Department staff are expected to embrace the following four values, which underpin positive culture and behaviours.

**Professional** – Showing respect and professionalism in all aspects of work.

**Accountable** – Being honest and trustworthy in performance of our public duties.

**Transparent** – Maintaining fairness and consistency.

**Helpful** – Cooperation among teams and with others while always showing encouragement.

## Further Information

- Provision of a National Police Clearance not more than twelve months old will be required prior to commencement in this position.
- Applicants must be an Australian citizen or permanent resident.
- Applicants may be required to undertake skills or psychometric testing.

## Acknowledgement

I acknowledge that my supervisor has explained this job description to me:

\_\_\_\_\_  
Employee Name                      \_\_\_\_\_                      Date: \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Name                      \_\_\_\_\_                      Date: \_\_\_\_\_  
Supervisor's Signature