

Kitchen Assistant

Position Title: Kitchen Assistant
Reporting to: Services Manager via the Centres & Groups Team Leader

The Organisation

Blackall Range Care Group is a Not-for-Profit Aged Care provider. We are recognised as Leaders in the Community for the delivery of exceptional Aged Care and Disability Services. Working in the Community with the Community.

Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Social Centres
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

The Kitchen Assistant is responsible for assisting in the smooth running of the organisation's kitchen. The role includes assisting in the meal prep of delicious and nutritious morning tea and lunch options to the Social Centre clients. The role is also to maintain hygiene and cleanliness in the kitchen.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct.
- Shows commitment to ongoing skill development by participating in training and development activities.
- Demonstrates confidentiality and diversity awareness.
- Participates as a respectful team member contributing to a harmonious workplace.
- Takes on board, accommodates and accepts feedback.
- Maintains a professional relationship with clients and team members and possesses high levels of trust, honesty, respect and integrity
- Supports clients to *'Live Their Best Life'*.

Duties and Tasks

Assisting the Kitchen Co-ordinator in the following duties and tasks as directed:

- Adheres to the compliance including food safety, Work Health and Safety and quality standards pertaining to the operation of a commercial kitchen;
- Assists in the food preparation process of high-quality meals by cutting, chopping, slicing and washing vegetables, meats and other ingredients;
- Cleans and sanitises dishes, cookware and utensils;
- Cleans and sanitises food preparation work areas;

- Appropriately responds to the needs of clients;
- Applies established practices and procedures in kitchen operations;
- Works collaboratively with the Social Centre and Respite team and is able to work autonomously;
- Ensures discretion and confidentiality of information is maintained at all times.

Other

- Ensures a strong customer service focus through responsive, effective customer engagement;
- Contributes effectively to organisational events and activities;
- Performs other related duties as assigned by the Groups & Centres Team Leader and ensures all deadlines are met.

Key Relationships

- Report to the Services Manager
- Centres & Groups Team Leader
- Kitchen Co-ordinator
- Centre Team Members and Volunteers
- Suppliers and Vendors

Key Selection Criteria

- Ability to meet the requirements of Criminal History screening procedures;
- Experience in a similar position;
- Experience in the aged care or disability service sector is an advantage;
- Meet the needs of clients and contribute effectively to the organisation;
- Efficient communication, comprehension and interpersonal skills;
- Be a team player with a strong work ethic;
- A sound understanding of the principles of consumer directed care.