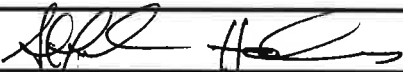


| Position description Catering Assistant | | | |
|---|---------------------|------------------------|------------------------------------|
| Position details: | | | |
| Position title: | Catering Assistance | Reports to: | Chef/ Head Chef / Senior Head Chef |
| Department/Division: | Residential Care | Direct reports: | Nil |
| Position: | | | |
| Catering employees work at a designated residential aged care facility, but may be relocated to another facility as organisational and resident needs change. | | | |
| Key performance indicators: | | | |
| <ul style="list-style-type: none"> • Provide quality catering services in the dining room and kitchen areas. • Clean and maintain all kitchen and dining areas as per scheduled task logs and hygiene standards under food safety HACCP requirements. • Help the chef prepare for service by preparing food. Catering assistants may be expected to peel, trim or wash food so it is ready to be cooked. • Ensure all allocated work tasks are completed through effective prioritisation. • Ensure the quality of services delivered to residents meets set standards. • Ensure incidents/events are reported to management. • Adhere to infection control processes. • Contribute to improving the overall support operations delivered by Goodwin. • Maintain and promote Goodwin's reputation as a quality aged care provider. • Maintain the customer service culture and present professionally to all people. <p>Other:</p> <ul style="list-style-type: none"> • Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity. • Commitment to quality systems and continuous improvement. | | | |
| Selection criteria: | | | |
| Qualifications: | | | |
| <ul style="list-style-type: none"> • Certificate qualifications in hospitality. • Responsible Service of Alcohol. | | | |
| Essential Skills: | | | |
| <ul style="list-style-type: none"> • Experience in the delivery of kitchen hand services. • Good level of physical fitness and knowledge of food handling/service and preparation. • Experience in dining room duties. • Understanding of the use and application of chemicals. • Understanding and compliance with hygiene standards as per HACCP. • Experience in achieving outcomes and skill development. • Sound level skills in office systems, procedures, documentation and record keeping. • Ability to work with limited supervision. • Strong interpersonal skills and ability to communicate with a range of stakeholders. • A strong knowledge of work health and safety will be highly regarded. | | | |
| Personal Attributes: | | | |
| <ul style="list-style-type: none"> • High ethical standard, is trustworthy and confidential. • Works well individually and as a team member. • Has consideration and respect for others and their views. • Adapts to changing environments and demands. • Enthusiastic, energetic, projects a positive image. | | | |

| Position description Catering Assistant | | | |
|---|---|--|----------------|
| <ul style="list-style-type: none"> • Good attention to detail, efficiency and effectiveness. | | | |
| Work health and safety: | | | |
| <ul style="list-style-type: none"> • Participate and contribute to Work Health & Safety practices to ensure a safe work environment. | | | |
| Position approval: | | | |
| This position is approved at GACS Level 1 under the Goodwin Enterprise Agreement. | | | |
| Authorisation: | | | |
| This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the CEO/COO signature. | | | |
| CEO/COO signature: |  | | Date: 14/11/17 |