

POSITION DESCRIPTION

Position Title	Volunteer Kitchen Assistant	Responsible to	Kitchen Services Supervisor Facilities Maintenance & Purchasing Administration Officer
Team Name	Hospitality Services	Version Date	May 2022

About the Role	
Purpose	To assist kitchen staff in the efficient running of the kitchen
Key Responsibilities	<p>With guidance from the cook, assist with:</p> <ul style="list-style-type: none"> • Dishwashing and general kitchen cleaning tasks • If time permits, assist with the storage and rotation of kitchen stock • Adhering to all food safety and WHS guidelines. Report potential hazards and any incidents to the Kitchen Services Supervisor or Facility & Maintenance Administration Officer immediately •
Attributes, Skills & Experience	<p>This role requires a responsible and caring individual who:</p> <ul style="list-style-type: none"> • Is dependable, reliable and can maintain confidentiality • Positively accepts direction • Has an understanding of food safety and hygiene, or has a willingness to learn • Can work well in a team environment, while also working independently • Has the physical capacity to lift, reach, move and stand for the length of a kitchen shift <p>Customer Service – Good communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients. Demonstrate reliability and punctuality.</p> <p>Teamwork & Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Technical Skills & Application - Demonstrated knowledge and application of the skills required for this position, including knowledge and understanding of relevant equipment, and safe usage procedures. Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - Ensures privacy and confidentiality at all times. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.). Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Demonstrated commitment to IHC organisational values.</p>

Training & Other Requirements	<ul style="list-style-type: none"> • Must wear non-slip, closed in shoes and appropriate clothing for the kitchen (no jewelry), and hair coverings and gloves that are provided. • Completion of orientation and mandatory education as per organisational framework • Covid 19 vaccination • A completed course or booster of Hepatitis B shots is recommended. • Required to report potential hazards and any incidents to the Kitchen Services Supervisor or Facility & Maintenance Administration Officer immediately • Current criminal history check
Shift Days/Times	Monday to Sunday, 8am to 1pm – with some flexibility Maximum of 15 hours per fortnight
Role Risk Assessment	Low

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date