

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Country High Schools Hostel Authority 1979; Miscellaneous Government Conditions and Allowances Award 1992; Government Services (Miscellaneous) General Agreement 2016 or as replaced	
Division:	Statewide Planning and Delivery	Effective Date of Document 31 July 2017
Branch:	Residential Colleges	
School:	Student Residential College	

THIS POSITION

Title: Kitchen Hand

Classification: Level 1

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager, Residential Colleges
LEVEL: 8
POSITION NUMBER: 00037813

TITLE: College Manager
LEVEL: Various
POSITION NUMBER: Various

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Kitchenhand	Level 1	Generic	31 July 2017

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about the particular student residential college in which the vacancy is being advertised is available on the Department's website. Please visit <https://www.education.wa.edu.au/web/our-schools/unique-learning-environments>.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Kitchenhand	Level 1	Generic	31 July 2017

ROLE

The Kitchen Hand:

- assists the Cook in preparing meals at the College
- cleans up all equipment used for breakfast
- prepares food for the following day and as required by the cook
- keeps the kitchen area hygienically clean by mopping kitchen floors each day and vacuuming the dining area
- keeps pantries, freezers, cool rooms and store rooms clean and tidy
- ensures sufficient crockery, cutlery, condiments and sauces required for meals
- undertakes stock control of breakfast and lunch requirements and places and receives orders
- undertakes pressure hose cleaning of kitchen floors and cleans external cooking appliances
- ensures kitchen, equipment and facilities are hygienically maintained and that occupational health and safety standards are observed
- assists with other kitchen related duties as directed by the cook, senior supervisor or college manager.

OUTCOMES

1. A high standard of palatable meals are provided for students and staff as required, ensuring hygiene standards are met and maintained.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated ability to work as part of a team.
2. Demonstrated good organisational skills.
3. Demonstrated flexibility in response to changing work needs.
4. Demonstrated ability to work autonomously on weekends, following directions of a supervisor.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check; and
- undertake a practical test before employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 31 July 2017
TRIM REF # D17/0323556