



## Kitchen Hand

### Student Residential College

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Government Services (Miscellaneous) General Agreement 2019</a> or as replaced
<b>Classification</b>	Level 1
<b>Reports to</b>	College Manager
<b>Direct reports</b>	Nil

#### Context

Further context about the particular Student Residential College in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: <https://www.education.wa.edu.au/>.

#### Key responsibilities

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

## Selection criteria

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.

## Eligibility and training requirements

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
- undertake a practical test before employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

## ENDORSED

Date            2 February 2021  
Reference      D21/0039584