

Job Description

VENUES WEST

Position details:

Title:	Kitchenhand	Position Number:	05509
Classification:	Level 2		
Branch:	Commercial		
Directorate:	Venue Management		
Award/Agreement:	VenuesWest General Agreement		
Reports to:	Executive Chef		
Direct Reports:	Nil		
Special Conditions:	Required to work outside of normal hours and weekends.		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

The Venue Management Directorate is responsible for the activation of VenuesWest's self-managed facilities through the provision of support for high performance sport and delivery of community and commercial opportunities for sport, recreation and entertainment.

About the Role

The Kitchenhand maintains the cleanliness of the kitchen and undertakes minor food preparation ensuring excellent customer experiences, maximisation of financial returns and that all Health and Safety and Food Safety Regulations are met.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Kitchen Operations

- Contributes to maintaining a high level of kitchen hygiene including:
 - cleaning pots and utensils
 - wiping benches
 - emptying bins
 - sweep, scrub and mop floors
 - ensure cleanliness of fridges
- Carries out kitchen opening and closing procedures each morning (including loading/unloading of dishwasher)
- Observes occupational safety and health standards by using protective equipment and following safe work practices
- Stores perishable and non-perishable goods in accordance with kitchen procedures.

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Other related duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous demonstrated experience working as a kitchenhand.
2. Supports shared purpose by understanding organisational objectives, how they relate to the role and makes recommendations for improvements.
3. Organises work to reflect changes in priority; Maintains accurate records and files; Sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients and colleagues informed, managing progress and responding to changes in client needs; Responds to diverse experiences and takes responsibility for delivering customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Stays calm under pressure and ensures work is finalised.
6. Communicates clearly both orally and in writing; Listens to, understands and adapts communication styles to the audience.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:




- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Stuart Lyon General Manager Commercial		Date Approved: 19/02/2019
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

