

POSITION DESCRIPTION

Position Title: Kitchen Hand	Position Number:
Department: Community Development	Accountable to: Coordinator Community Services
Responsible for the supervision of: No direct/indirect supervisory responsibilities.	



Primary purpose of the position	This position is responsible for keeping the kitchen clean and assisting with food preparation & cooking under supervision.	
Key accountabilities	<ol style="list-style-type: none"> 1. Responsible for keeping the kitchen clean and tidy, including mopping and sweeping floors, wiping down all surfaces, washing dishes, keeping fridges clean; 2. Assist in the preparation of food including preparation of salads and garnishes; 3. Assist with cooking when required; 4. Assist with record keeping and food inventory and ordering; 5. Customer service, assist customers to ensure the best possible experience 6. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others; 7. Other accountabilities and responsibilities as directed by the Coordinator Community Services and/or Manager Community Development 	
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards. 5. Apply knowledge and skills to ensure consistent quality outcomes. 	
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Meet all quality standards as directed by Coordinator Community Services , EGCC Cook, Food Safety and Health Standards; 	
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Excellent hygiene standards and working knowledge of occupational health and safety standards; 2. Previous experience in the preparation of food and ordering of stock; 3. Strong organizational skills with the ability to work to deadlines with excellent attention to detail; 4. Excellent interpersonal and communication skills 5. Strong team player with the ability to work autonomously with initiative 6. First Aid Certificate; 7. Current satisfactory National Police Clearance; 8. Current WA "C" Class driver's licence. 	
	<p><i>The City of Kalgoorlie-Boulder promotes a workforce of passionate people, loyal to the organisation, colleagues and the community. Our people are held as our primary asset and integrity and trust is the foundation of our culture.</i></p>	
City of Kalgoorlie-Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.

	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print):

Employee Signature:

Date:
