

<b>Position Title</b>	Kitchen Hand
<b>Department</b>	Community Services
<b>Unit</b>	Community and Cultural Services
<b>Team</b>	Meals On Wheels
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Food Services
<b>Grade</b>	A
<b>Date Prepared</b>	1/04/2009
<b>Date Last Updated</b>	1/05/2022

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

Prepare and organise the meals in line with Council's Food Service Program to meet the needs of the frail aged and young people with disabilities in the Canterbury Bankstown area.



## Accountabilities

- Accept and sign for the delivery of food and goods
- Pack, collate and store foods appropriately
- Ensure clients receive correct meals
- Ensure fridge and freezer temperatures are accurate
- Regularly check fridge and freezer temperatures and times
- Check volunteer rosters
- Prepare ovens for heating of meals
- Heat and Pack food
- Distribute meals to volunteers
- Assist with the Community Restaurant & Centre Based Meals as required
- Tidy Kitchen after volunteer morning teas
- Assist Team Leader Food Services as required
- Assist the Community Planning & Development Team if required

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Trades/ Operational

Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Intermediate
	Display Resilience	Foundational
	<b>Act with Integrity</b>	Intermediate
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	<b>Work Collaboratively</b>	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> <li>• Is open, honest and consistent in words and</li> <li>• Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>• Helps others to understand their obligations to follow the code of conduct, legislation and</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b>		
Think and Solve Problems	Foundational	<ul style="list-style-type: none"> <li>• Finds and checks information needed to complete own work tasks</li> <li>• Breaks down information and issues into component parts</li> <li>• Thinks through the options available and checks his/her suggested approach</li> <li>• Refers complex issues and problems to a manager/ supervisor</li> </ul>
<b>Resources</b>		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

#### Essential Experience

- Good communication skills
- Experience working in a team environment

#### Desirable Qualifications and or Experience

- Basic Food Handling
- Awareness of HACCP (Hazard Analysis and Critical Control Point System)
- Tertiary qualifications relevant to Community services – Aged Care work or demonstrated experience in Community Services or Food Services
- Class C Drivers License
- Manual Handling
- Knowledge and understanding of the Home and Community Care funding program
- Experience working in a kitchen environment
- Experience working with older people and people with a disability, including knowledge of community and support services available

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required:      No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>