

<b>Position Title</b>	Casual Meals on Wheels Kitchen hand
<b>Department</b>	Community Services
<b>Unit</b>	Community and Culture Services
<b>Team</b>	Community Planning & Development
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Food Service
<b>Grade</b>	A
<b>Date Prepared</b>	18/10/2022
<b>Date Last Updated</b>	7/02/2025

## 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
- Assist with the handling of monies, 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 – Council Officer

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Intermediate
	<b>Assets and Tools</b>	Intermediate
	Technology and Information	Intermediate
 <b>People Leadership</b>	Procurement and Contracts	Intermediate
	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>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/ units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</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 set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

[Click here first](#)

Please Select the Capability Group on the left

[and then click here](#)

\* 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

#### Desirable Qualifications and or Experience

- Desirable qualifications
- •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.
- •Manual Handling
  
- Desirable Experience
- •Experience handling money
- •Experience working in a kitchen environment
- •Good communication skills
- •Knowledge and understanding of the Home and Community Care funding program.
- •Experience working in a team environment
- •Drivers licence
- •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: <a href="#">Click to Specify Licence</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>