
Parliament of Western Australia

Job Description - Parliamentary Services Department

Job Title: KITCHEN HAND

SECTION 1 - Staff Details

Staff member's name: **Unit:** Catering Services

Classification Level: Kitchen Hand **Date last updated:** September 2014

SECTION 2 - Responsibilities

This position reports directly to: Senior Kitchen Hand

This position's supervisor reports to: Sous Chef

Number of staff reporting to this position:

SECTION 3 – Unit's purpose

Parliamentary Services Department provides support services that ensure the smooth running of the Western Australian Parliament.

Catering Services is responsible to ensure Members of Parliament, their guests, staff and support service staff are appropriately catered for at all times.

The kitchen is responsible for daily food purchases, menu planning, rostering and training of kitchen staff, food preparation and service, maintaining standard food and staffing costs, general cleaning as well as daily dish and pot washing and general hygiene.

SECTION 4 - Primary Responsibilities

In conjunction with the Senior Kitchen Hand and Sous Chef, the Kitchen Hand is responsible for:

- Cleaning and maintaining all pots, utensils, cutlery, crockery, cooking equipment as well as floors, drains, hoods, dumb-waiter, trolleys and under bench areas.
- Coordinating the maintenance of kitchen equipment, reporting of faults and follow up on repairs to kitchen equipment and facilities; and
- Correct handling of cleaning chemicals under supervision of the Senior Kitchen Hand.

SECTION 5 - Specific Duties

In conjunction with the Senior Kitchen Hand and Sous Chef, the Kitchen Hand undertakes the following tasks:

Cleaning: Taking direction from the Senior Kitchen Hand in the general operation including,

1. Vacuuming staff dining room and staff change rooms.
 2. Assisting Canteen Manager with light preparation of cold counter items.
 3. Mopping of front and inside staff canteen area.
 4. Washing dishes, pots, utensils, cutlery, crockery and minor equipment during service
 5. Cleaning deep fryer - upstairs and downstairs.
 6. Cleaning dining room, bain-marie and hot box when required.
 7. Removing rubbish (boxes and crates).
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8. Cleaning kitchen floors.
9. Cleaning floor drains - upstairs and downstairs.
10. Cleaning storeroom floors and hallway.
11. Providing clean bins and removing dirty ones - upstairs and downstairs.

Other Duties:

12. Locking up cool room and storeroom at end of day.
13. Maintaining equipment, reporting faults to Senior Kitchen Hand.
14. Relieving for Storeperson after hours (sitting days) if required.

SECTION 6 - Selection Criteria

Essential

- Sound knowledge of the use and storage of cleaning chemicals under supervision.
- Ability to work as part of a team and independently as required.

Desirable

- Experience in a similar role.
- Sound knowledge of food safety and hygiene standards – HACCP accredited.

SECTION 7 – Competencies

INITIATIVE

Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being pro-active.

PLANNING AND ORGANISING / WORK MANAGEMENT

Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

SAFETY AWARENESS

Being aware of conditions that affect employee safety including chemical storage and use.

WORK STANDARDS

Setting high goals or standards of performance for self, direct reports, others and the organisation; being dissatisfied with average performance; self imposing standards of excellence rather than having standards imposed by others.

SECTION 8 - Acknowledgment

I acknowledge that the supervisor has explained this job description form to me.

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Staff member’s signature Date

I acknowledge that I have explained this job description form to the above mentioned staff member.

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Supervisor’s signature Date