



POSITION DESCRIPTION

Position Title:	Kitchen Assistant
Department:	Integrated Services
Date:	June 2021
Reporting To:	Customer Service Team Leader
Internal Liaisons:	ECEC staff, other staff, children and families
External Liaisons:	Suppliers, third party contractors, service providers, families and children

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

Purpose/Key Objectives

The primary purpose of this role is to coordinate the preparation and distribution of children's meals to the various Early Childhood Education and Care Centres within The Infants' Home.

Responsibilities:

1. Kitchen Duties

- Assist in the preparation of meals (including morning and afternoon teas) and warm pre-cooked food
- Divide food into correct portions for each program area
- Deliver meals to all program areas
- Use and maintain catering equipment, as required
- Deliver supplies to all program areas (e.g. milk)
- Undertake cleaning duties of the kitchen and other areas and associated equipment in accordance with the cleaning schedule
- Maintain hygiene and cleanliness of food storage, preparation and service areas
- Dispose of waste accordingly

2. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards
- Early Years Learning Framework
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals

3. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

4. General

- Complete administrative tasks related to role duties and in line with organisational requirements
 - Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Children’s Services Manager (Centre Based) and/or CEO
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Essential Criteria

- A valid NSW Working with Children Check (WWCC)
- Strong teamwork skills
- Ability to communicate effectively, both verbally and in writing

Desirable

- Food handling experience and knowledge
- Food safety and hygiene certificate

I have read and agree to undertake the duties as outlined:

Name

Signature

Date