



KITCHEN ASSISTANT POSITION DESCRIPTION

Position Title:	Kitchen Assistant		FTE: 0.5 (19 hours per week)
Classification:	ESB 1	No. Direct Reports:	0
Reports to:	Business Manager	Fixed [x]	Ongoing []

Position Summary:	This position provides hospitality and cleaning support for staff in the New Street Staff Centre and associated locations.		
Position Characteristics	Significant internal/external relationships	<p>Internal</p> <ul style="list-style-type: none"> ▪ Leadership Team ▪ Teaching staff ▪ Educational Support Staff <p>External</p> <ul style="list-style-type: none"> ▪ 	

Key Responsibilities and outcomes	1. Hospitality	<ul style="list-style-type: none"> • Provide tea and coffee on Monday, Wednesday and Friday mornings • Assist the canteen in the provision of morning tea- Friday mornings • Assist in the preparation of occasional Friday afternoon Principal's staff hospitality • Assist in the preparation of hospitality for College Board and associated Committee meetings • Assist in the preparation of occasional catering for staff on professional development days • Assist in hospitality during ad hoc meetings, gatherings and events on College grounds. • Control of minor budget for Monday and Wednesday morning teas.
	2. Facility management	<ul style="list-style-type: none"> • Ensure that the New Street Staff Centre kitchen area is clean and well-maintained at all times • Ensure that the New Street Staff Centre Conference Room is clean and well maintained at all times

		<ul style="list-style-type: none"> • Ensure that the Peter Hogan Boardroom kitchen is clean and well maintained at all times • Oversee the good maintenance of the rooftop area of the New Street Staff Centre. 	
	3. Other duties	<ul style="list-style-type: none"> • Perform other duties as directed. 	
Criteria	Capabilities and Behaviours	Communicate effectively	Ability to communicate effectively with staff, receiving and relaying information as required.
		Customer Service	High standard of customer service provided to staff and stakeholders.
		Interpersonal Skills	Excellent rapport building and relationship skills.
		Foster teamwork	Be able to work cooperatively and effectively with others.
		Organisational skills	Well organised, self-motivated, ability to prioritise and meet deadlines. Be punctual at all times.
		Confidentiality	Maintain confidentiality at all times.
	Knowledge and Experience	<ul style="list-style-type: none"> • Sound knowledge of food handling standards. • Hospitality experience an advantage. • Compliance with Occupational Health and Safety Policy and Procedures. 	
	Qualifications	<ul style="list-style-type: none"> • Certificate III in Hospitality (an advantage) 	