



JOB DESCRIPTION

Key Position Information			Date Reviewed: January 2019
Title	Kitchen Hand	Department - Location	Ngulla Mia
Reports to	Chef	Award	Richmond Wellbeing Enterprise Agreement 2016
Level / Salary	Level 3	Basis of Employment	Part-time (minimum of 16 hours fortnight – Saturday and Sunday 2pm – 6pm)
Role Purpose			
<p>The Kitchen Hand is responsible for:</p> <ul style="list-style-type: none"> • Preparing evening meals on weekends as per detailed instruction provided by the Chef; • Maintaining and cleaning the kitchen to required standard in compliance with hygiene and health licensing requirements; • Preparing and maintaining basic food supplies as directed by the Chef; • Maintaining and cleaning the dining room to required standard in compliance with hygiene and health licensing requirements. <p>The duties may vary in line with operational and business requirements.</p>			

Richmond Wellbeing Vision, Purpose and Values			
<p>Our Vision: A community where people are able to recover and live a valued and fulfilling life.</p> <p>Our Purpose: We work alongside people, employing leading practice, to support recovery and wellbeing.</p>			
<p>Hope</p> <p>We believe that people can and do recover from mental illness, and we strive to promote hope, control, choice and opportunity.</p>	<p>Inclusion</p> <p>We embrace diversity, respect and value people's differences, and consistently seek to support people to realise their full potential as connected and contributing members in the community.</p>	<p>Service Excellence</p> <p>We consistently aspire to exceed customer expectations, pursue opportunities for continuous improvement and quality, and take a proactive approach to seeking, identifying and leveraging current and future opportunities.</p>	<p>Compassion</p> <p>We work in a person-centered way, demonstrating empathy, authenticity, honesty, integrity and human kindness in all our relationships with, families, individuals, colleagues and the community.</p>
Statement of Diversity			
<p>The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.</p> <p>https://www.rw.org.au/diversity-statement</p>			

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> • Acts consistently in accordance with the RW Values and Key Principles – challenges practice inconsistent with these values and uses values as a basis for managing relationships and decision making • Actively engage in self-reflection and develop own practice 	<ul style="list-style-type: none"> • Reflect RW values in daily interactions and within scope of role. • Demonstrate this in supervision and Critical reflection groups
	<ul style="list-style-type: none"> • Prepare weekend evening meals as per the instructions provided by the Chef • Clean and maintain a commercial kitchen as instructed by the Chef • Cleans all cooking utensils and crockery after each meal • Ensure the dining room is maintained to a high standard • Assist with other kitchen-related duties as directed by the Chef • Assist with catering for residential and staff functions as required • Ensures food handling, waste management, occupational hygiene and safety practices are adhered to in accordance with relevant legislation and health and safety guidelines • Ensures stock is stored safely and in accordance with guidelines • Ensures kitchen, equipment and facilities are hygienically maintained 	<ul style="list-style-type: none"> • Ensure nutritious meals are provided in a timely manner to residents on a weekend • Kitchen is maintained to a high standard • Dining Room is maintained to a high standard • All Food Safety, OSH and Hygiene requirements are adhered to • Works as part of an effective team to provide high quality meals and catering at Ngulla Mia • All stock is stored appropriately and rotated in accordance with procedures
Employee Contribution	<ul style="list-style-type: none"> • Positive and constructive work environment is promoted where employees are valued. • Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures • Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW • To carry out other duties which may be required, requested or directed and which are within the person’s capability and training to perform 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Enrol in and complete required Core Training within required time frame. • Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> • Promote a safe and healthy working environment that complies with OSH requirements 	<ul style="list-style-type: none"> • A “Safe work” culture operates within Richmond Wellbeing

	<ul style="list-style-type: none"> • Take a shared responsibility to ensure the safety and well-being on self and others • Utilise all protective equipment provided and as instructed • Work in a safe manner while exercising due care and caution 	<ul style="list-style-type: none"> • Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.
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Employee Requirements	
Skills	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Ability to maintain the cleanliness and readiness of a commercial kitchen and dining room to cater for up to 32 residents in a residential facility. • Ability to work both independently and as part of a team. • Knowledge of food safety legislation. • Effective interpersonal skills and able to work effectively with people experiencing mental health illness. • Effective organisational skills. • Ability to support catering for small functions as required. • Knowledge of methods and principles of effective hygiene management, and of safe food handling. • Demonstrated computer skills.
Knowledge and Qualifications	<ul style="list-style-type: none"> • Previous experience as a Kitchen Hand in a service organisation. • Current National Police Clearance. • Current Senior First Aid Certificate. • Current WA Driver's license.
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental distress. • The ability to live RW values in all workplace tasks and interactions. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles
Experience	<p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> • Lived experience of mental health recovery or as family members of people with a lived experience of recovery