

Position Description



The Women's College
within The University of Queensland
ready to lead

Position Title: Kitchen Hand
Type: Casual
Date: May 2025
Reporting To: Executive Chef
Direct Reports: Nil

Position objective

The Kitchen Hand will be responsible for assisting in the provision of kitchen services including food preparation and Cleaning for the residents, guests and staff of The Women's College to the required high standard under the guidance, direction and leadership of the Executive Chef.

Position requirements

The Kitchen Hand will work under the direction of the shift supervising Chef and will:

- Complete all shift cleaning tasks associated with the College dining areas including washing dishes, cleaning floors.
- Where required, assist in the preparation and presentation of food for the College to the highest standards within required time frames, in accordance with approved recipes, menus and set meal times.
- Assist in the set-up, break-down and clearing of functions.
- Be professionally presented, punctual, organised, trustworthy and have an attention to detail. They will have the ability to manage time effectively.
- Adhere to current Food Safety legislation and at all times, and seek to maintain the College's five star rating.
- Have good communication skills, the ability to resolve conflict in a constructive manner, be able to solve problems and think-on-your-feet.
- Have a willingness to learn, accept constructive feedback, be able to follow reasonable requests and direction from their supervisor, and take initiative and make decisions when required to do so.
- Demonstrate a visible and active commitment to: personal well-being; compliance with workplace policies and procedures for risk identification, risk assessment and risk control; continuously improving The Women's College health, safety and environmental performance; and activities associated with the management of workplace health and safety.
- Apply for and maintain a valid Blue Card.
- Uphold the Mission, Vision and Values of the College and maintain a commitment to the College Code of Conduct at all times.
- Adhere to the processes and procedures set out in the HR Handbook.

Competencies required

The following competencies are required for this position:

- Senior school certificate or
- School based traineeship in Hospitality Certificate II in Kitchen Operations.

Key responsibilities / performance measures

Cleaning

- Carry out cleaning duties within kitchen environment to a high standard fulfilling all legislative requirements for Food Safety Hygiene and Workplace Health and Safety (WHS).
- A commitment to sustainability and reduction of waste. All recycling and rubbish areas to be kept in a tidy, clean manner, all rubbish to be sorted into correct recycling bins, cans and plastic to be crushed in a safe manner before placing in bins.
- All kitchen and associated areas including dining room, tea room and storage areas to be kept in a tidy and clean manner at all times. Floors to be cleaned and kept clear of debris throughout shift following WHS legislation especially in high traffic areas around bain-maries and salad areas.
- Assist in cleaning tables within dining areas and following shift procedures.
- Completion of the regular cleaning schedules.
- Ensure all washing up is completed to a high standard and all items stored in appropriate storage areas safely.

Cooking

- Assist with basic food preparation and cooking as directed by the supervising Chefs where required and under supervision.
- Follow all approved work procedures, menus and recipes, completing tasks within reasonable time frames.

General

- Dining Hall, Deck and Tea Room to be presented to a high standard at all times. This includes checking at the beginning and end of shift, following shift procedures.
- Assist other kitchen staff as requested within reasonable time frames.
- A commitment to following Food Safety legislation including: completing appropriate delivery records, stock to be put away within reasonable time frames and stock rotation etc.
- Assist in stocktakes.
- All functions to be set-up following approved shift procedures.
- Assist in the setting, breaking down and clearing of functions.
- Follow all work procedures for the shift set out in the shift procedures.
- Participate in completion of end of shift procedures.
- Other general duties.
- Carry out the reasonable direction of the supervising Chef.

Safety

- Assist in maintaining HACCP records on a daily basis in compliance with Food Safety regulations.
- Follow shift procedure use appropriate mats where provided.
- Safe operation of all equipment and care of equipment reporting any damages to supervisor on shift and report any breakages on the appropriate report form.
- All incidents and safety breaches to be recorded and reported in the required format.
- Report any hazards and potential incidents on appropriate forms and all maintenance issues on appropriate form or to supervising Chef on duty.
- Preparation of food must be done in accordance with food hygiene safety legislation where practical particularly items being served that are not cooked or reheated must be handled by utensils or gloves.
- Assist in the recording of temperatures for storage areas including receiving and storing of food items.
- Treating all staff, residents and guests in a professional, friendly and respectful manner.

Key business relationships

- College residents, staff and guests
- Customers and staff with special dietary requirements

Authority level / budget

- Nil

Other relevant facts about the position

The Kitchen Hand will:

- Participate in a seven-day roster as required.
- Provide a minimum of one week's notice for any shift availabilities and/or prior commitments e.g. study timetables, exams etc.
- Required to take leave over the Christmas shut down period.
- Be available for overtime as required.

Acknowledgement

This position description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.