



Job Description – Kitchen Hand

Name: **Manager:** Executive Chef
Job Title: Kitchen Hand **Department:** Catering
Last Updated: February 2015

1 Purpose

Job Purpose: To deliver efficient service and maintain a safe and clean working environment.

2 Direct Reports

➤ Nil

3 Competency Requirements

- Service Focus Compliance
- Communication Operational

4 Key Duties and Responsibilities

Operational

- Ensure appropriate liaison with Supervisors on duty in the operation of food service and cleaning requirements.
- Responsible for ensuring the cleanliness of the kitchen equipment and utensils.
- Ensuring that you are aware of all daily functions and their specific clean up requirements.
- Ensure the work area is clean at all times for patrons in accordance with WH&S policies and procedures.

Compliance

- Be aware of all State, Federal and Local Government Legislation concerning the service of food.
- Ensure compliance with all NSW Food Laws
- Be aware of the statutory requirements in relation to Privacy Laws, Smoking Legislation.
- Ensure compliance with WH&S requirements in your role

People

- As a team member, foster an environment of teamwork and collaboration
- Actively participate in the clubs customer service programme
- Maintain customer excellence service standards
- Assist in training new staff in facets of catering operations

SIGNATURE

Employee: _____

Date: _____