



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Kitchen Assistant

November 2018

Organisational Overview:

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

POSITION:	KITCHEN ASSISTANT
TYPE OF EMPLOYMENT:	AS PER CONTRACT OF EMPLOYMENT
REPORTS TO:	HEAD CHEF GENERAL SERVICES MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

Position Overview:

The Kitchen Assistant will assist with the preparation and serving of food for the Riverview kitchen and dining rooms. The Kitchen Assistant is also responsible for the preparation of dining rooms, collection and washing of dishes, and ensuring the kitchen is left in a clean and tidy manner. The Kitchen Assistant will adhere to all Riverview policies and procedures, and legislative food hygiene requirements.

Qualifications and Requirements:

Essential

- Understanding of legislative food hygiene requirements
- Holds and maintains a satisfactory police check no more than 3 years' old

Desirable

- Experience in catering and food preparation

Key Responsibilities:

- Assist with the preparation of resident meals and snacks for consumption as per planned weekly menus & recipes
- Assist with the preparation and presentation of food within set time frame to ensure freshness, quality and maintain food safety
- Responsibility for the set up and clean up of dining rooms for meals as per duty list
- Assist with the serving and delivery of meals
- Responsibility for collection and washing of dishes
- Responsibility for ensuring that the kitchen is left in a clean and tidy manner
- Store food correctly and rotate first in first out
- Attempt to reduce food wastage
- Compliance with food handling legislation requirements and facility procedures
- Identify and provide recommendations for improvements to procedures and processes that will result in more effective and efficient kitchen operations to the Head Chef

- Effectively and efficiently complete all daily tasks as per rostered shift duty list
- Maintain a clean and tidy working environment
- Contribute to, and encourage effective teamwork in the kitchen through:
 - communication,
 - active participation in activities
 - and proactively assisting others with their duties
 to enable the timely preparation and serving of meals and snacks, and completion of kitchen cleaning
- Establish and maintain positive relationships with staff members, residents and their families
- Participation in staff training and learning activities
- Bring to the attention of the Head Chef any possible problems or issues of concern regarding any aspect of food catering services
- Bring to the attention of the Head Chef any possible problems or issues of concern regarding any aspect of kitchen equipment, crockery, cutlery or utensils
- Ensure a high standard of personal hygiene and be suitably attired
- Any other kitchen duties as requested by the Head Chef and/or Cook

Essential Ongoing Responsibilities:

- Know and operate within the policies and procedures, quality assurance and occupational health and safety practices of the organisation
- Operate within the Riverview values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience, and Respect
- Maintain knowledge of current legislative food Hygiene requirements
- Attendance at Mandatory Staff training

Person Specification:

- Team player with ability to work well under direction
- Self-starter who is motivated and proactive
- Uses initiative to identify opportunities and issues
- Ability to work well under pressure
- Committed to quality outcomes
- Excellent time management skills
- Ability to establish good rapport with residents and their families



Acknowledgement

I, _____ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED: _____

Employee's Signature

Manager's Signature

Date: ___/___/___

Date: ___/___/___