

Position Description



Diversitat is a registered charity that has been serving the Geelong community for more than 40 years. Today we operate across various sites delivering a range of services including settlement, training & education, financial counselling, disability and aged support. We also operate Pulse radio and TV, the Oppe Shoppe and various events including the famous Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and aspire to provide an innovative and high quality response to the changing needs of a culturally diverse community. We act and behave on a daily basis according to our values of dignity, respect and acceptance, both with our clients and amongst each other. These values are a key part of our identity and are what brings us together and makes us successful at what we do.

Position Details

Position Title	Kitchen Hand
Job Type	Permeant Full Time
Hours of work	38 hours per week
Reports to	General Manager Aged Support
Position Area	Aged Support
Location	The Healthy Living Centre
Award	Social, Community, Home Care and Disability Services Award 2010
Date	May 2021

Position Requirements

1. Position Purpose	Working under defined guidelines this position support the Aged Support Head Chef in all culinary aspects of the aged support kitchen, catering, delivered meals and event requirements. This position involves food preparation, kitchen maintenance and some service aspects.
2. Main duties	<ul style="list-style-type: none">• Prepare consistently high quality nutritional daily meals and snacks for aged support clients at the Healthy Living Centre, other projects associated with the centre and for the delivered meal programs;• Preparation and cooking of all items to standard recipe;• Stock rotation, food safety and minimising wastage including portion sizes;• Serving food;• Show awareness of food allergies or restricted diet to support individual health or cultural needs;• Cleaning and preparing the kitchen for service;• Compliance with sanitation and OH&S;• Composting, recycling, reduction in food miles and the use of fresh produce for the Hope Community Garden;• Other kitchen duties as required.

Key Selection Criteria

1. Qualifications	<ul style="list-style-type: none">• Experience preparing food in a commercial kitchen;• Food safety handlers certificate desirable.
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2. Skills	<ul style="list-style-type: none"> • Ability to achieve a high quality and consistent standard of food quality and presentation; • Possess a good understanding of cooking, dietary requirements, various types of cuisines and cultural food dishes; • Demonstrate great organisational and time management skills; • Understanding and an ability to maintain kitchen sanity and health and safety standards; • Understanding of sustainability and how it affects a kitchen; • Strong customer service and other interpersonal skills; • Can work within designated timeframes and remain calm under pressure; • Ability to work as part of a team with direction.
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Other Terms and Conditions of Employment

- All Staff to adhere to Diversitat's Council's Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
- All staff are to adhere to Diversitat's OH&S policy including the requirement to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
- Employment is subject to the satisfactory completion of a Police Check, NDIS Worker Screening Check and/or Victorian Employee Working with Children's Check, Work Rights Check and/or Medical Check. Diversitat will pay for the costs associated with a Police Record Check and/or requested Medical Check. The Working with Children Check and NDIS Worker Screening Check will be the responsibility of the employee.
- Prior to any person being appointed to this position it will be required that they disclose full details of any previous Workers Compensation claims.
- All other conditions as per Diversitat Policies and Procedures Manual.
- All staff at Diversitat are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that all staff will maintain contemporary knowledge of the policy and enact the policy at all times. All staff have a responsibility to raise any concerns they have about child safety to their direct manager or senior manager immediately.

Diversitat Statement of Commitment to Child Safety:

Diversitat is committed to safety and wellbeing of all children and young people. Diversitat has zero tolerance for child abuse. Diversitat is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and linguistically diverse backgrounds, children who identify as part of the LGBTI Community as well as the safety of children with a disability. Every person involved at Diversitat has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people.

Whilst these conditions are generic in an attempt to provide an overview, specific terms and conditions pertained to an employee are contained in the employment contract. It is not the intent of the position objectives/duties to be entirely prescriptive. The position objectives/duties are a description of the key areas. There may at other times be activities which will be required which are not described herein, however they will not be outside of the position purpose statement and will at all times be made in consultation and agreement with the incumbent.

At Diversitat we are committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply. If you would like further information about this role or if you have any particular access requirements please contact our office.

Acceptance of Offer

I have read, understood and accept the above position description.

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____