



BOOROONGEN DJUGUN LIMITED

Position Description

Kitchen / Catering Assistant

Department	Team
Residential Care	Kitchen
Position Number:	Award/EA Classification:
KCA01	Care Service Employee – Grade 1
Reports To:	Direct Reports:
Registered Nurse on duty and/or Clinical Care Lead	N/A

About the role

The Kitchen Catering Assistant is responsible for the preparation and deliver of meal service to the residents of the Aged Care Facility and NDIS clients of Booroongen Djugun Limited.

Key responsibilities and duties

- Assist in the preparation of meals under the supervision of the Cook.
- Set trays and/or tables attractively with residents' correct crockery and cutlery.
- Plate and deliver meals to residents' in accordance with each resident's identified abilities and preferences.
- Maintain hygiene and cleanliness of food storage, preparation and service areas in accordance with policy and protocols.
- Dispose of waste in accordance with organisational policy and protocol.
- Use and maintain catering equipment in accordance with manufacturers' instructions.
- Monitor, maintain and report food safety indicators in accordance with the Food Safety Plan.
- Maintain Crockery/Cutlery Stock Control Register and report variances to the Cook.
- Undertake cleaning activities of the kitchen and dining areas and associated equipment in accordance with the cleaning schedule.
- Assist and support NDIS clients in preparing and cooking meals to continue to support their personal independence.

The expertise you bring

- Experience working the food industry or commercial kitchen
- Experience working in an Aged Care facility (desirable)
- Certificate II in Aged Care and/or Safe Food Handling Certificate (desirable)
- Current First Aid and CPR certification (desirable)

Capability and competencies

- Display respect, empathy, understanding and patience towards residents and their visitors.
- Effective interpersonal, communication and team skills
- Understanding of the principles of safe food handling
- Understanding of the principles of continuous quality improvement

HR, OHS, Risk Management and Equal Opportunity

- Adhere to Booroongen Djugun's Human Resources, Health and Safety, equal opportunity and risk management policies, plans and procedures.
- Demonstrate workplace behaviours that promotes unity amongst all and does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instructions to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.

Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.

Position Description

Who you will work with:

Internal:

- Residential Care Facility Cook
- Registered Nurses, Nursing Assistant Team Leaders and Nursing Assistants
- Residential Care Administration team
- Other employees, contractors and volunteers

External:

- Food and beverage suppliers
- Delivery drivers
- Maintenance contractors

Accountability and extent of authority

- Complies with directions from the Aged Care Facility Cook, Registered Nurse or other delegated Team Leaders.
- Undertakes all responsibilities and duties in a manner that ensures that the integrity and quality of the service is maintained.
- Monitors and immediately reports any concerns about residents and the work environment to the Cook, Registered Nurse or Director of Care.
- Complies with all aspects of BDL's Occupational Health and Safety policy in the delivery of services.
- Maintains a high level of confidentiality of patient information.

Judgement and decision making

- Work activities are routine and clearly defined.
- Employee may resolve minor problems that relate to immediate work tasks.

Specialist Skills and Knowledge

- Ability to perform food preparation activities and task in accordance with menu and meal plans.
- Ability to use kitchen equipment and tools in a safe and competent manner.
- Ability to undertake repetitious, physically demanding tasks.

Interpersonal Skills

- Good verbal and written communication skills.
- Ability to communicate effectively, non-judgementally and empathically with older people and people with disabilities.
- Ability to report and resolve issues in consultation with the Aged Care Facility Cook or Director of Care.
- Ability to provide a high level of care and customer service.
- A high standard of personal integrity, with a commitment to resident confidentiality.

Management skills

- Ability to work without direct supervision, but within a directed framework.
- Ability to complete rostered work within allocated timeframes.
- Ability to provide accurate and timely records and verbal reports.

Inherent Requirements

The inherent requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Booroongen Djugun's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

All requirements are subject to Booroongen Djugun's obligations under applicable legislation (including anti-discrimination, occupational health and safety and accident compensation legislation) and the provision of all reasonable adjustments to those requirements (e.g. aids and appliances) as required from time to time.

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk	X			
Sitting - vehicle		X		
Operating telephone / computer		X		
Writing / reading		X		

Position Description

Manual Handling				
Bending / twisting Spine			X	
Working with one or both hands above shoulder height		X		
Lifting (5kg or under p/item)			X	
Lifting (5kg or over p/item)			X	
Requiring low/light application of force				X
Requiring medium to high application of force			X	
Lifting/holding/restraining children	X			
Exerting force in an awkward posture		X		
Holding & supporting equipment			X	
Agility				
Squatting / kneeling		X		
Looking up / looking down			X	
Reaching forwards or sideways				X
Gripping or grabbing equipment				X
Mobility				
Walking / standing- briefly				X
Walking / standing- extended				X
Walking on uneven ground			X	
Climb steps/stairs		X		
Climb ladder		X		
Driving – passenger vehicle	X			
Driving – light commercial (regular drivers licence)	X			
Driving – bus (endorsed licence)	X			
Driving – machinery/heavy commercial	X			
Sensory				
Hearing – face to face / telephone conversations			X	
Hearing – working with loud machinery	X			
Visual – read printed material, signage			X	
Visual – computer screen, electronic signs			X	
Visual – driving	X			
Visual – watching with vigilance (e.g. school crossing)	X			
Emotional				
Dealing with complex customers / residents		X		
Supporting dependent persons				X
Dealing with conflict			X	
Managing complex personal situations			X	
Providing empathy				X
Work Environment				
Outdoor – exposed to elements, plant & equipment	X			
Confined spaces			X	
Working alone			X	
Working at heights (greater than 2m)	X			
Exposure to extensive dust	X			
Pollen (or other allergens)	X			
Exposure to polluted odours and/or chemicals	X			
Personal waste	X			

Office Use – Pre employment Medical Checks

 Musculoskeletal assessment recommended
 Audiology (hearing) assessment recommended

Office Use – Other Checks

 Lone Worker risk assessment recommended
 Vision assessment recommended