



## POSITION DESCRIPTION

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### Position Title: Kitchen Assistant

#### Job Purpose:

To assist in preparing and delivering high-quality meals to Edgarley Assisted Living residents according to individual dietary requirements and preferences. The Kitchen Assistant is responsible for providing support for preparation, cooking and safe storage of food, dishwashing, cleaning of kitchen, delivery and plating of food, and general kitchen duties.

The Kitchen Assistant must comply with all legislation and the Edgarley Food Safety Plan.

This position reports to the Chef Manager.

#### Organisational Values:

Staff are expected to work with the values in mind at all times

PEOPLE	Integrity, respect and humility
RESIDENTS	Empathy, care, respect, acknowledgement, cultural awareness and diversity
PERFORMANCE	Diligent, effective caring, quality
TEAMWORK	Purposeful, integrated, focused, united
CARE	Compassionate, inclusive, proactive, effective
COMMUNITY	To be judged in a positive light and relevant to the community

#### Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

#### Key Duties:

- Maintain all cooking equipment, utensils, and cooking area according to EAL Food Safety Plan to enable all cooking to be completed as scheduled.
- Follow all instructions as directed by the Chef Manager regarding food preparation, cooking, delivery and serving.
- Ensure all timeframes are met for the delivery of all residents food.
- Ensure food is plated appealingly to increase residents appetite.
- Assist in food preparation according to the resident's individual dietary requirements and preferences and in line with daily menus.

- Ensure all products are checked against quantity and are delivered within EAL specifications, including the condition of vehicle, temperature, use by date and packaging.
- Maintain equipment, utensils and equipment in a safe manner and ensure the prevention of environmental hazards and accidents at work.
- Conduct daily temperature checks of fridges, freezers and held foods and record results.
- Comply with all legal requirements, food hygiene regulations, food safety laws, EAL policies and procedures and all other legal obligations and regulations.
- Cleaning, sanitising and disinfecting all kitchen areas following daily schedules.
- Maintaining a professional, safe and hygienic appearance on duty.
- Complete any required documentation accurately, legibly and clearly.
- Take part in professional development as needed and directed.
- Follow the Daily Duty List as assigned by the Chef Manager.

**Communication:**

- Liaise with residents to check that the catering meets their needs. Take feedback, compliments and complaints to the Chef Manager in a timely and effective manner.
- Establish and maintain positive relationships with colleagues.
- Ensure courteous communication with residents, visitors and contractors.
- Report pest sightings/evidence of pest infestation to the maintenance team immediately.
- Report any equipment faults and maintenance needs to the maintenance team.
- Report any factors that indicate that a resident may be at risk of poor nutrition and/or hydration to the Chef Manager as soon as noticed.

**Mandatory Qualifications and Attributes:**

- Customer-centred oriented
- Enjoy a kitchen environment
- Possess intermediate cooking skills
- Ability to work under pressure
- Basic literacy and numeracy skills
- Basic computer literacy
- Good understanding of food safety handling in a commercial kitchen environment

- Willingness to contribute positively to the effective performance of the catering team
- Commitment to upskilling and personal development

**Performance Measures**

- Performance will be managed with an annual review.
- Agreed set of goals

## Key Performance Indicators

Key Result Areas	Key Activities	Standard Measures
<b>Edgarley Values</b>	<ul style="list-style-type: none"> <li>• Demonstrate and uphold the values of Edgarley Assisted Living</li> <li>• Ensure that the values of Edgarley Assisted Living are incorporated into daily practices in relation to all activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Be compassionate and provide support to customers and staff.</li> <li>• Consistently shows respect, empathy, cultural awareness and values each person's dignity.</li> <li>• Seeks opportunities to be innovative for improvement.</li> <li>• Is accountable for a high standard of care.</li> <li>• Communicates and operates openly and honestly as an effective team member.</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Maintain documentation in accordance with the catering procedure; e.g. catering profiles, purchase orders, cleaning schedules and catering diary.</li> <li>• Take responsibility to recognise errors and fully correct them to ensure compliance with all legislation and standards.</li> </ul>	<ul style="list-style-type: none"> <li>• All documentation to be completed by the end of your shift</li> <li>• All documentation to be clear, concise and legible</li> </ul>
<b>Food Services</b>	<ul style="list-style-type: none"> <li>• Ensure the delivery of quality food to residents</li> <li>• Direct assistance with delivery of food services to residents and assist with preparation of meals as required</li> <li>• Ensure sufficient food &amp; drink supplies are available in conjunction with the cook</li> <li>• Ability to retain individual preferences of residents and/ or their dietary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal resident complaints</li> <li>• Meals times met</li> <li>• Residents receive meals in line with their preferences</li> <li>• All meals served in line with individual dietary requirements</li> <li>• All duties performed as per duties lists</li> </ul>
<b>Customer Services</b>	<ul style="list-style-type: none"> <li>• Effectively communicates with residents.</li> <li>• Consult residents on meals desired and choice</li> <li>• Ensure that residents are aware of daily menu items</li> </ul>	<ul style="list-style-type: none"> <li>• Meets resident needs and wants on an ongoing basis in relation to nutritional requirements</li> <li>• No complaints regarding presentation of food</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide choice of meals at all times</li> </ul>	
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Be competent in, and follow the use of Food Safe handling techniques when preparing and serving food to residents.</li> <li>• Must be thorough in the process of cleaning catering facilities with an emphasis on infection control techniques, safe chemical use, and ensuring cleaning schedules are documented as required.</li> <li>• Encourage and enable residents to participate in a wide variety of life's experiences, particularly in relation to food presentation and dining room environment.</li> <li>• Encourage residents to maximise their independence through expression of likes and dislikes.</li> <li>• Adhere to the Food Safety Standards (with a particular focus on temperature reporting).</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and tidy kitchen/dining area</li> <li>• Follow the Chef's directives</li> </ul>
<b>Education and Personal Development</b>	<ul style="list-style-type: none"> <li>• Willingness to continue to improve your skills and standards</li> <li>• Initiative to maintain industry requirements for your scope of practice</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully pass all competency tests and assignments</li> <li>• Full (100%) attendance at all compulsory educational sessions</li> </ul>
<b>Quality and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Commitment to Quality &amp; Continuous Improvement</li> <li>• Minimum Compliance of with Aged Care Accreditation Standards</li> <li>• Compliance with EAL policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance in preparation of the facilities Accreditation application if required</li> <li>• Adherence to EAL policies and procedures</li> </ul>
<b>OH&amp;S and Infection Prevention &amp; Control</b>	<ul style="list-style-type: none"> <li>• Strictly follow all OH&amp;S and infection control policies, procedures and processes</li> <li>• Promote best practice OH&amp;S and infection control in their daily tasks</li> <li>• Ensure there is a safe and hazard-free workplace</li> <li>• Implement all necessary controls if and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Reports hazards, near misses and injuries immediately</li> <li>• Uses personal protective equipment</li> <li>• Wears clean and tidy uniform</li> <li>• Comply with risk management policies and procedures and instruction</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in training and meetings regarding OH&amp;S and Infection Control</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all training sessions</li> <li>• No Workcover claims through inappropriate practices</li> <li>• No accidents/incidents due to poor work practices or mishandling chemicals or equipment</li> </ul>
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**Agreement:** I have read, understood and agreed to comply with this job description and key result areas.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: please, enter your initials on each page of this document.