

JOB DESCRIPTION FORM

KITCHEN HAND /COOK – CYRENIAN CAFÉ

Position Title:	Kitchen Hand /Cook – Cyrenian Cafe		
Service Location:	Midland Withdrawal and Intervention Centre (MWIC)		
Program: (If applicable)	Cyrenian Cafe	Hours:	TBA
Reporting to:	Café Manager	Award Classification:	Level 2.1-3.1 Cyrenian House EBA
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empowerment, Diversity, Compassion, Integrity and Hope		
<p>Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability.</p> <p style="color: red;">We celebrate and promote this diversity as a strength of our organisation.</p>			
This position:			
<p>The position of Cook/ Kitchen Hand will plan, prepares, and cooks food items to ensure the highest quality service and experience for customers. They help keep the kitchen organized and running efficiently. They ensure proper food handling, sanitation and following food storage procedures and regulations.</p>			
Duties and Responsibilities:			
<p>General:</p> <ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other workers and service users. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Standards on Culturally Secure Practice. • Demonstrate flexibility to contribute to the daily running needs of the service. • Other duties as required. 			

Food Safety Plan (FSP):

- Ensure all documents for the food safety FSP are filled out within the schedule required.
- FSP file will be maintained with UpToDate information that meets food safety record keeping requirements.
- Ensure knowledge and understanding of current legislative changes that may affect the FSP is maintained through education and training.
- Ensure 'I'm alert' food safety training in no more than 6 months old.
- Ensure new employees are trained in relevant food safety training.

Food and Nutrition:

- Plan, order, prepare and cook nutritious meals as required, including breakfast and lunch menu items.
- Evaluate and review menus in collaboration with management, staff and consumers as required.
- Promote healthy eating and provide food and drinks that are nutritious and appropriate.

Health and Safety:

- Work with management to support the staff in appropriate food safety practices as part of the Food Safety Program.
- Ensure that effective hygiene practices are promoted and implemented in line with the Food Safety Program.
- Take appropriate steps as necessary to limit and control the spread of infectious diseases and illness.
- Maintain a clean and tidy workspace adhering to all relevant standards and compliance requirements.

Relationships:

- Develop and maintain respectful relationships with those accessing the Café and service ensuring appropriate boundaries are always maintained.
- Take customers orders and process to kitchen and barista staff.
- Deliver and serve food / drink order to customers.
- Assist Café Manager with kitchen set up.
- Support other team members as required.
- Provide exceptional customer service at all times.

Cleaning Duties:

- Ensure all crockery is cleaned to the relevant standard.
- Ensure all tables are cleared and cleaning in a timely manner.
- Adhere to all health and safety requirements.
- Other duties as required.

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Selection Criteria:

Essential competencies and experience:

- Previous experience working in a busy cooking environment.
- Experience in the ordering or requisitioning of food and other supplies needed to ensure efficient kitchen operations.
- Organisational skills, including the ability to prioritise tasks to meet timelines.
- Good interpersonal and communication skills, including the ability to liaise with individuals at all levels and works cooperatively in a team environment.
- Demonstrated experience in planning, budgeting, and preparing food in a café setting.
- Knowledge and understanding of food hygiene and the Food Safety program and legislation.
- Food safety training/certificate.
- Demonstrated ability to work autonomously as well as part of a team, and ability to prioritise tasks.
- Commitment to continuous quality improvement.
- Flexibility to work weekends.
- Current First Aid Certificate

Required Clearances:

- Full work rights
- Current First Aid Certificate
- Current driver's License and reliable vehicle

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: _____

Signature: _____

Date: _____