

POSITION DESCRIPTION

Position: Kitchen Attendant (full-time)

Department: Kitchen

Reports to: Executive Chef

Objective

The Kitchen Attendant cleans, organises and maintains crockery, utensils, equipment and kitchen areas as directed, and supports the Chefs with basic food preparation, event plating and busy service periods when required.

Responsibilities

Wash-up & Equipment

- Operating commercial dish & glass washers.
- Wash and sort all dishes, cutlery, glassware, pots, pans etc. from kitchen and outlets using an industrial dishwashing machine, glass washer or by hand washing.

Cleaning & Hygiene

- Maintain high standards of hygiene in the kitchen ensuring benches are cleaned promptly and floors and bins are kept clean.
- Clean the garbage collection area, wash-up areas, cool-room, fridges and storerooms as required.
- Maintain cleaning chemicals and kitchen supplies, ensuring they are stocked and stored correctly.
- Garbage and recycling removal to designated areas outside the Centre.

Stock Handling, Food Preparation & Events

- Receiving and storing stock from deliveries.
- Handling, storing and distributing goods, pantry items and linen.
- Assist Chefs in the basic preparation of food to the standard required (under supervision) ensuring the correct food handling procedures are followed.
- Set plates for events as required.
- Support the Chefs and wider kitchen team during busy service periods.

Safety, Standards & Availability

- Follow all safety guidelines, procedures & SOP's in relation to the use of plant, equipment & chemicals.
- Attend staff meetings as requested.
- Attend training courses if required.
- Ensure correct uniform is worn at all times.
- Able to work over a 7 day rotating roster which will include weekends and may include public holidays.

Person Specification/Skills/Attributes

- Effective communication skills.
- Good organization & time management skills.
- The ability to work calmly in a busy kitchen environment.

- Possess a positive can-do attitude & willing to take direction from senior team members.
- Ability to work both autonomously and as part of a team.

Physical Requirements

At time, this position requires a physical work and will involve (but is not limited to):

- Carrying, lifting & cleaning of large pots, kitchen equipment, rubbish bins & boxed goods.
- Pushing and pulling of goods trolleys.

Any lifting must be done in accordance with Work Health & Safety guidelines.

Work Health Safety & Wellbeing

- All Supervising staff are required to implement and maintain the National Wine Centre's WHS Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards.
- All other staff will assist the National Wine Centre to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
- Where appropriate, staff will initiate and participate in worksite inspections, incident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.
- Staff will also inform the National Wine Centre of any unsafe working practices or hazardous working conditions.
- The NWC is committed to providing a safe, respectful, and inclusive workplace and ensuring it is free from workplace harassment, bullying and sexual harassment. Harassment in any form will not be tolerated. The NWC takes proactive steps to identify and eliminate risks of harassment through education, clear policies, risk management, leadership accountability, and by promoting a culture of respect.

Employee Name (Print) _____

Employee Signature _____

Date _____