



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

KITCHENHAND

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

THE ROLE

Position Title:	Kitchenhand
Reports to:	Chef / Kitchen Manager
Employment Type:	Permanent Part Time – Term Time Some hours are required in school holidays
Commencement:	Immediate Start

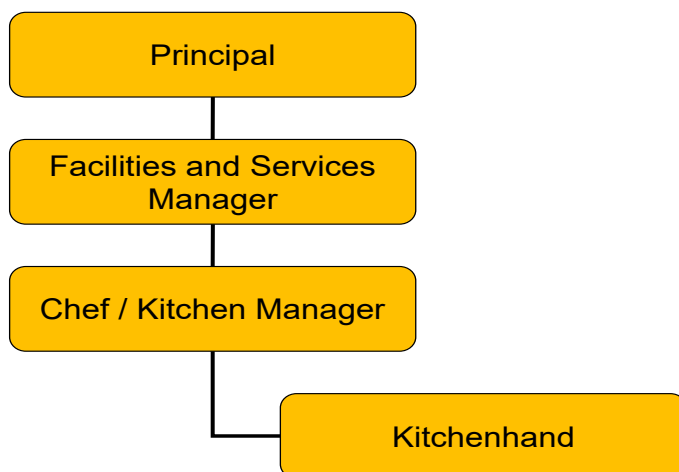
POSITION OBJECTIVE

The Kitchenhand works in a collaborative environment to provide services in our kitchen serving 400 to 500 people each day. In conjunction with the Cook and Chef/Kitchen Manager, the Kitchenhand is responsible for the cooking, preparation and delivery of nutritious meals to the students and staff at Rockhampton Girls Grammar School. As a Kitchenhand you must understand and follow the Food Safety Standards and policies determined by legislation and Rockhampton Girls Grammar School.

The Kitchenhand will be responsible of the cleanliness of their workspace and held to a high standard of care working in a fast-paced environment.

The Kitchenhand will also take on duties in food service in our Canteen where you will be required to prepare canteen items, set up, refill stock, clean and have money handling experience.

ROLE ACCOUNTABILITY



KEY RESPONSIBILITIES

The Kitchenhand's core accountabilities, under the direction and leadership of the Facilities and Services Manager and Chef/Kitchen Manager, is to assist in the kitchen:

- maintaining high standards of food hygiene and health and safety;
- providing a full catering service to all students and staff at specified times;
- filling and refilling all self-serve dispensers including but not limited to, cordial dispensers, cereal dispensers and fruit bowls;
- preparing, producing, heating, cooking, baking and serving a variety of foods including soups, entrees, meats, vegetables, desserts, breads, salads, sandwiches, beverages, or other foods and beverages as specified by the menus and recipes;
- utilising kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, and ladles;
- practising safe food handling according to the Food Safety Standards;
- assisting in the monitoring, reduction, and management of food waste;
- cleaning and sanitising pots, pans, and kitchen utensils as per cleaning schedule;

- performing daily, weekly, and monthly deep cleaning of the facility, service areas, and all kitchen equipment such as counters, tables, ovens, refrigerators, freezers, mixers and dining hall;
- disposing of waste according to the Food Safety Standards;
- receiving, labelling, and storing food and supplies according to produce and Food Safety Standards;
- assisting in taking inventory; and
- performing related duties as assigned.

The Kitchenhands core responsibilities in the Canteen include:

- money handling by way of operating the cash register and processing cash and EFTPOS sales;
- reconciling end of day takings;
- serving students and staff;
- re-stocking food items and communicating with the Chef of items low in stock that need to be ordered to ensure the canteen is adequately stocked at all times;
- maintaining a high standard of cleanliness in the canteen;
- reporting equipment failure, maintenance requirements or Workplace Health and Safety issues;
- assisting in the preparation of food to be sold through the canteen; and
- performing any other reasonable duties as assigned.

KEY CHARACTERISTICS

- Ability to work in a team with good interpersonal skills.
- Satisfactory numeracy skills.
- Attention to detail and the ability to multitask.
- Emotional resilience and conflict management skills.
- A willingness to implement and uphold the values of Rockhampton Girls Grammar.

OTHER DUTIES

- Attend Professional Development as required.
- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Any other duties as may reasonably be directed.

QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

- Experience in kitchen and money handling procedures, preferably within a school environment.
- Sound knowledge of the Food Safety Standards.
- Knowledge of cleaning chemicals, chemical usage and Workplace Health and Safety.

MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

APPRAISAL/ REVIEW CONDITIONS

As a member Rockhampton Girls Grammar team, you will be required to participate in regular feedback conversations, and undergo an annual performance appraisal with the Kitchen Manager.

ACKNOWLEDGEMENT

This Role Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. This Role Description may be updated from time to time. You will also be required to perform any other duties that the Principal may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Kitchenhand Role Description.

*Kitchenhand
Rockhampton Girls Grammar School*

Date