

## Position Description:

Position title	Kitchenhand	Location	Richmond
Team	Boarding House	Leave	In accordance with the Award
Employment status	Full-Time	Hours	43 hours per week during Term Weeks, 7 Day operation.
Reporting to	Chef	Direct reports	None
Salary and Conditions	TBC		

### 1 About MITS

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. Each year, 22 boys and girls around Year 7 age come to MITS for two years. At the end of their MITS year 8, students transition into scholarship positions at Melbourne schools and will reside in a variety of accommodation, School Alumni Houses, Melbourne Family homes and MITS Alumni Houses. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

The fostering of strong and respectful relationships within a strong culture based on the school values of respect, courage, culture, and care is a core part of the role.

### 2 Role Purpose

The Kitchenhand in consultation and direction from the Chef will manage food rotation to ensure maximum freshness, efficient supply and effective cost control and maintain the cleanliness, hygiene, maintenance, and compliance of the kitchens at the Year 7 Boarding House and Alumni Boarding Houses. Supporting the Chef and Kitchen hand core purpose to prepare a wide and varied range of dishes including breakfast, school lunch, snacks, and dinners.

### 3 Key Responsibilities

- Receive delivery of food stock and distribute as and where required
- Manage all stock rotation
- Ensure refrigerated and freezer stock is stored in a timely manner
- Manage the food safety process and procedures of all ingredients
- Maintain the cleanliness of the delivery loading bay
- Pack food crates each day for next day checking against a par list
- Assist in the basic preparation of food products
- Develop effective relationships with colleagues and service providers

- Demonstrating a flexible, adaptable, and enthusiastic approach
- Weekly collection of used kitchen linen from each house and delivery to a central location. Delivery of fresh kitchen linen to each house on the same day
- Vehicle duties include refuelling, weekly clean, report any issues and completing any logbook tasks.
- Clear waste as appropriate, with consideration for OH&S and environmental impacts
- One later finish per week to assist with service of dinner at 371
- Consider any continual improvements to our current processes and procedures

### 3.1 Stock and ordering

- **(unpacking)** unpack and store delivered goods in a timely and appropriate manner; and
- **(transport between sites)** transport stock and prepared food between Boarding Houses as required.

### 3.2 Kitchen cleaning

- **(cleaning)** maintain the kitchen in the Year 7 Boarding House and the Alumni Boarding Houses and ensure the self-serve counters in all the Alumni Boarding Houses are maintained to a clean and tidy condition, including conducting daily cleans, disposing of rubbish and notifying the Chef if there are any hygiene concerns. Students and boarding Coordinators may be rostered to assist washing and drying crockery, cutlery, and glassware;
- **(regulations and legislation)** ensure the kitchen is operated in accordance with all relevant regulations and legislation and the appropriate records are maintained up-to-date, including monitoring use-by dates and recording fridge and freezer temperatures; as directed by the Chef.

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## 4 Key Selection Criteria

### 4.1 Essential Experience

The Kitchenhand will have:

- Experience building relationships.
- Food Handling & Safety - valid Food Safety Certificate
- Capacity to work as part of a team
- Good personal hygiene
- Excellent organisational skills
- Ability to follow directions and safety requirements
- Ability to multitask, prioritise and manage time effectively
- High aptitude for following workplace guidelines, procedures, and policies
- At all times be mindful of food safety and safe handling practices. Use appropriate aids to lift and carry heavy food products and ingredients.

### 4.2 Personal Attributes

- Good communicator
- Attention to detail
- Focused on consistency

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## 5 Reporting

The Kitchenhand will report to the Chef on all issues relating to the effective day-to-day operation of the kitchen and storage space.

The Kitchenhand will be required to attend monthly All Staff Meetings and other meetings during work hours as directed by the Chef.

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## 6 Important Information

### 6.1 MITS Values

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of respect, courage, culture, and care is the responsibility of all staff.

MITS staff acknowledge and value the contribution of colleagues within the school, listen to and consult with others, communicating proactively to ensure that collaborative practices are maintained.

## **6.2 Child Safety**

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Kitchenhand must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. Whilst the Kitchenhand does not have any specific duties or responsibilities in relation to child safety, they must be mindful that matters of child safety may arise through their work with MITS students.

The Kitchenhand does not require any particular qualification, experience, or attributes in relation to child safety.

## **6.3 Reference Checks and Criminal Record Check**

Appointment to MITS is subject to reference checks and a Criminal Record Check.

## **6.4 Work Health & Safety Requirements**

All staff must:

- contribute to safe work practices and a healthy school environment for all staff, students, and visitors;
- take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

## **6.5 Specific Requirements and Training**

Staff members must acquire and maintain:

- a current Working with Children Check or VIT registration to work in Victorian Education;
- a current First Aid and CPR Certificate; and
- other training as required from time to time by MITS to meet the academic, wellbeing, administrative and other needs of the position.