

### **JOB SPECIFICATION – Kitchen Hand - Casual**

#### **1 BROAD PURPOSE OF POSITION**

As a Kitchen Hand, you will be giving help to our chefs within the kitchen. These duties and tasks include preparation and service of basic items on the menu and performing various kitchen duties, including dish washing, general cleaning and storing food and non-food items. The position also includes responsibility to clean and sanitise all production equipment. In this role you will be exposed to learning opportunities to further develop your skills as a Chef.

#### **OUR VALUES**

1947 Coffee Co. fulfils a special role within our communities. Our values express what we stand for, the way we present ourselves, how we work together, make decisions and most importantly, how we treat our customers. It is important that every 1947 Coffee Co. employee “lives and breathes” our values.

#### **Our Values are:**

- Courageous:** Say what we believe in and be willing to challenge and be challenged.
- Honest:** Be open, transparent and invite constructive feedback.
- Accountable:** Own our actions.
- Respectful:** Feel empathy, be considerate and willing to help.
- Trusting:** Have confidence in the ability of others.

#### **2 REPORTING/WORKING RELATIONSHIPS**

You will be reporting to the Head Chef/Sous Chef.

#### **3 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES**

- Hear and understand specific instructions from the Chef
- Wall extraction and floor and mat cleaning
- Waste disposal and general cleaning
- Work well as part of a team in a constructive manner that enables the company to achieve the goal of being a market leader
- Carry out any reasonable duties to help in the smooth running of the kitchen
- Assist the Chef and the rest of the team to keep quality standards and cleanliness.

### KPI's

1	Personal hygiene	6 months	Proven history of being able to motivate, lead and develop a passionate team and keeping staff turnover of less than 5%.
2	Time management	6 months	Ensure high standard of personal hygiene, clean uniform, and overall camaraderie. Keep a high standard of cleanliness on section were employed also to help in any job of hygiene asked by the Head Chef.
3	Policies and procedures	6 months	Knowledge of and the ability to act upon fire procedures and evacuation policies. Be fully aware of all hygiene control and chemicals used. Follow company policies and kitchen manual.
4	Reporting	6 months	Discussing and resolving any issues that occur within the working environment. Report to Head Chef and Management where applicable.
5	Basic food preparation	6 months	Peeling, cutting, and washing of food products efficiently and effectively. Ensure that all basic food preparation tasks are completed within the expected time frame.
6	Pot, crockery, and scullery	6 months	Clean all kitchen equipment to company standards and put away in correct place when washed. Ensure that all cleaning equipment and tools are used as per safety guidelines.
7	Safe use of chemicals	6 months	Understand material safety data sheets for chemical used.
8	Tardiness	6 months	Report to work each day on time

### **PERSON SPECIFICATION**

#### **QUALIFICATIONS**

- **Desirable** – Commercial cooking qualification

#### **KNOWLEDGE, SKILLS, AND EXPERIENCE**

##### **Essential**

- Excellent communication skills written and verbal
- Ability to prioritise work
- Ability to multitask and work under pressure
- Decision making abilities
- Good attention to detail
- Understanding of safe working practices and food safety
- Experience and efficient use of MS Office Suite
- Ability to provide on-going Police Checks
- Willingness to undertake training modules relevant to the business needs
- Ability to work in an environment dealing directly with the storage, processing and disposal of deceased remains