



JOB DESCRIPTION

Job Title:	Kitchen Hand
Department:	Kitchen
Group/Team:	Food & Beverage
Responsible To:	Operations Manager – Hospitality & Development, Kitchen Manager, Senior Chefs
Responsible For: (Total number of staff)	0
Job Purpose:	The Kitchen Hand will be responsible for assisting in maintaining the highest standard of hygiene and sanitation with current legislative and company standards. They also assist in maintaining the smooth and efficient day to day running of the Kitchen Dish and Pot wash
Date last reviewed:	May 2024

SKYLINE VALUES



- We're ambitious and bold
- We always challenge the status quo
- We demand the best and protect our values
- We lead by example



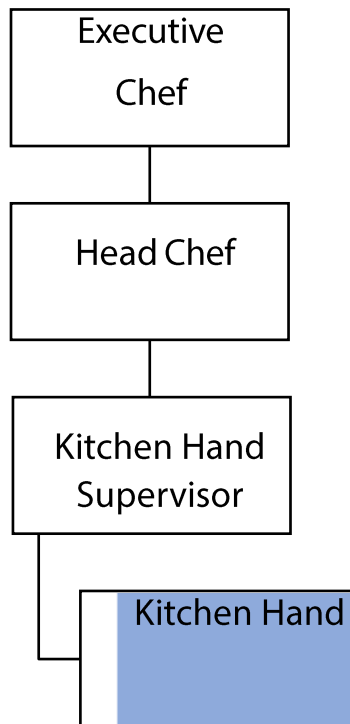
- We look after one another
- We value our guests and treasure their experiences
- We respect our environment and our community
- We build a safe space for ourselves and our guests



- We make growth happen
- We anticipate and welcome change
- We get on with stuff and always go above and beyond
- We own our actions and we inspire others to succeed



Organisation Context



Key Relationships

External: <ul style="list-style-type: none">• Guests
Internal: <ul style="list-style-type: none">• Food & Beverage Department• All other Departments



Key Result Area

Responsibilities:

- To ensure the efficient operation and optimum performance of the dishwashing machines.
- Cleanliness of all kitchen floors, walls, ceiling, and storage areas.
- To assist in the cleaning and daily maintenance of grills, ovens, fryers, hoods, mixers, stoves, brat pans and all other specialty kitchen equipment.
- To perform any other duties as indicated on a daily cleaning roster.
- To minimise breakage and other losses, through safe storage and handling practices.
- To report all breakdowns and kitchen maintenance requirements.
- To assist in the basic preparation of vegetables and other produce under the guidance of the Duty Chef.
- To maintain high standards of personal, kitchen and food hygiene to the applicable legislative levels.
- To assist with the basic prep in the kitchen.
- Cleaning kitchens, food preparation areas and sculleries.
- Cleaning cooking and general utensils used in kitchens and restaurants.
- Transferring, weighing, and checking supplies and equipment.
- Assembling and preparing ingredients for cooking, and preparing salads, savouries, and sandwiches.
- Packing food and beverage trays for serving.



Health and Safety:

- To observe and practice safe work methods.
- To encourage other workers to work in a healthy and safe manner.
- To discourage other workers from working in an unsafe manner.
- To report or rectify any unsafe conditions or equipment.
- Comply with the Health & Safety policy statement and H&S policies and procedures.
- Work in a healthy and safe manner, providing a safe workplace to all employees.
- Use protective/safety equipment wherever provided and required.
- Accurate and timely reporting of all incidents, work related injuries and near misses.
- Participate in any rehabilitation programmes as required.
- Participate in Health & Safety committee meetings as required.
- Undertake workplace audits in accordance with H&S plan.
- Be aware of procedures in the event of emergencies such as fire, bomb, in line with company policy and legislation.

General:

- Any other duties which may be related to and consistent with the above job description as directed by the KH Supervisor, Executive Chef or Head Chef.
- Maintain a public image which is always compatible with the highest standards whilst on the premises or representing Skyline in a work capacity.
- Ensure all aspects of the company's purpose and values are upheld.
- Ensure full confidentiality is always maintained.



Financial Responsibilities

Controls a budget **Y/N**

Maximum that may be spent without reference to manager **\$0**

Can spend unbudgeted capital **Y/N**

Is responsible for committing the organization to long-term contracts **NO**

Sign correspondence for company **NO**

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable

Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
	Relevant experience in similar environment

Change to Job Description

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. The job description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

I accept the job description for the position of Kitchen Hand.

Employee Name

Date

Employee Signature

