



JOB DESCRIPTION

Position Title: Kitchen Hand

Work Unit: Operations

Reports to: Head Cook



Facility Manager

Award & Classification: Aged Care Award – L1 – L4

Organisational Details:

Yura Yungi Medical Service Aboriginal Corporation (YYMS) is an Aboriginal community-controlled health service that provides holistic primary health care to the Aboriginal and Torres Strait Islander people in Halls Creek and surrounding communities. As part of YYMS, Menkawum Ngurra focuses on our vision to deliver culturally-appropriate aged care services to elderly people in Halls Creek and surrounding areas. We are dedicated to promoting dignity, choice, and independence for our residents, including those with complex care needs.

Mission

To empower our community to take responsibility to safeguard their health & wellbeing from before birth to end of life.

Vision

Our health service is an innovative hub for excellence & leadership in Indigenous advancement through wellbeing, healing & health in every stage of the life course through culturally centred & holistic care.

Values

All our staff 'walk-the-talk' of: Respect, Integrity, Personal Responsibility, Teamwork, Stick-ability and Can-Do Attitude.

Position Summary:

The Kitchen Hand/Tea Person is responsible for assisting the cook in the preparation, plating, reheating and servicing meals to the consumers. This position has a key role in customer service, communication and working effectively and positively within the team and provide family members, staff and volunteers with a positive corporate image of Menkawum Ngurra.



The Kitchen Hand/Tea Person works closely with the Head Cook to provide an efficient, friendly, and welcoming service to people who are accessing it.

All care is delivered based on our vision is to deliver culturally appropriate aged care services to elderly people in Halls Creek and surrounds by providing support services which promote dignity, choice, and independence, even for those with complex care needs, so they can live well, within their community or within ours

- To ensure service provision responds to the needs of its consumers and staff and operates as an effective, efficient, and accountable entity who maintains the standards of care as outlined in the National Aged Care Quality Standards.
- Keep updated on current information regarding independence and work with your supervisor to maintain access to training and education.

Duty Statement and Key Responsibilities:

- Maintaining hygiene and safe food handling practices, including dysphagia management.
- Liaise with Nursing and Care Staff Assistants daily to confirm any changes in consumers' dietary requirements.
- To report any faults in kitchen, pantry, cool room, and freezers to Supervisor on duty.
- Help to maintain effective and harmonious functions within the facility by way of liaison with co-workers, consumers, and relatives.
- Assist with kitchen duties required.
- Reheat, dish up and serve meals to residents prepared by cook.
- Make final preparations to meals as necessary, according to menu and kitchen requirements folder.
- Remove left over food from pots, baking dishes, place into bowls etc.
- Wash dishes, wipe and put away.
- Wipe down tables, chairs, and place mats from food spillages, replace tablecloths when necessary.
- Set up tables for following morning.
- Damp dust kitchen shelves as necessary.
- Sweep and mop kitchen and pantry floors.
- Sweep and mop Dining Room floor.
- Attend staff meetings and training as required
- Assist cook in preparation, plating and distribution of meals to consumers.
- Assist cook in after care of kitchen post-meal service.
- Reheat, dish up and serve meals to residents prepared by cook, make final preparations to meals as necessary, according to menu and kitchen requirements folder.
- Report any absences of consumers to Registered Nurse or Care Staff.
- Remove left over food from pots, baking dishes, place into bowls etc.
- Wash dishes, wipe and put away.



- Wipe down tables, chairs and place mats from food spillages, replace tablecloths when necessary. Set up tables for following morning.
- Weekly wash and soak with detergent or placemats, dry and return to the tables.
- Damp dust kitchen shelves as necessary
- Ensure correct storage of weekly incoming goods into freezer, cool room and dry food storage area- First in, First out policy to apply.
- Label and date kitchen goods.
- Sweep and mop kitchen and pantry floors.
- Sweep and mop Dining Room Floor.
- Ensure appropriate kitchen clothing are always donned.
- Check the incoming stock against the ordered stock. If any discrepancies, report it to the Head cook.

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.

Customer Service:

- Maintain good relations with the public and always promote the facility's operations in a professional manner.
- Provide friendly, helpful, and professional interaction with suppliers of goods and services, volunteer groups, other service departments.
- Exercise a high level of interpersonal skills when dealing with the public and other providers.

Quality:

Participate in established quality management systems including continuous improvement activities such as audits and surveys.

Organisational Duties

- Promote and implement the philosophy, aim and objectives of YYMNAC
- Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values
- Adhere to all YYMNAC Policies and Procedures.
- Actively participate in the organisation's Quality Management System – LEE Care.
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Actively participate in staff meeting and professional development activities.
- Actively participate in Performance Management and Review.



- Actively support a productive team approach to primary health care services provided by YYMNAC.
- Other duties as required within the scope of your skills and experience if requested by management.

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all control measures, procedures and use of safety equipment that has been put in place to minimise the risk of injury through manual handling.
- Follow all OH&S policies, procedures, and practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of, race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always be supportive of management policies regarding Ground Rules, its vision, goals, interpersonal relationships, and Code of Conduct.
- Report any faulty equipment or safety issues in the Service Improvements Request Forms and to the Manager or Nurse in charge if appropriate.
- Ensure hazardous substances are stored safely and securely.
- Reports promptly to the Manager any work-related injury suffered, detailing how the injury incurred.
- Participates in a program or rehabilitation for a work-related injury where considered necessary by Workcover or a rehabilitation provider.
- Use maintenance appliances correctly, wearing suitable protective equipment as provided.
- Maintain working environment is neat and clean. Keep storage rooms and supplies neat and tidy.

Privacy / Confidentiality for staff

According to the YY Code of Conduct, all staff must protect the confidentiality of information acquired in the course of their work including any patient information. A staff member should not use or disclose any personal or sensitive information to any other person without specific authority to do so. You must comply with relevant privacy and information acts and regulation. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.



Selection Criteria:

No specific qualifications are required, and the following personal skills and qualities are considered essential.

1. Ability to work with frail older people and younger people with a disability.
2. Able to work independently as well as being an effective member of the team.
3. Effective time management skills and ability to meet deadlines.
4. Ability to deal with information in a confidential manner.
5. An understanding of dietary needs of elderly Aboriginal people.
6. Good physical fitness and ability to maintain manual handling work including lifting up to 10kgs on a frequent basis.
7. Current holder of a 'C' class license and have the use of a roadworthy vehicle.
8. Current first aid certificate
9. Annual Flu vaccination
10. Satisfactory Police Clearance.

Desirable:

11. Certificate II in Hospitality or Certificate II in Kitchen Operations
12. Basic computing skill in all Microsoft suite programs.
13. An understanding of dietary needs of elderly Aboriginal people.
14. Understanding IDDSI framework and Dysphagia Food consistency guidelines.
15. Understanding the importance of Food Storage and Temperature.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Name: Brenda Garstone

Position: Chief Executive Officer

Signed: _____

Date: ____/____/____

Name:

Signature:

Date Appointed to Position: