

Position Description

Position Title: Kitchen Assistant

Reporting to: Assistant Coordinator, Centre Coordinator

Qualifications:

- Current Food Safety Training (renew annually) [Food handler training – City of Joondalup](#)
- Current Food Allergy Training (renew annually) <https://foodallergytraining.org.au>
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

Key Duties-

- To support the Cook in providing a healthy, balanced, varied diet for the children attending the service.
- To support the Cook in maintaining a clean Kitchen environment.
- To meet all requirements and standards indicated in the National Quality Framework.
- Ensure all practices are performed within the best interests for the sound financial status of the business. KPIs and financial targets should be met as required.

General-

- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by Keiki Early Learning.
- Maintain the health and safety of yourself and others at all times.
- Support the induction and orientation process when required.
- Source and convey accurate information as requested by the Centre Coordinator in a timely manner.
- Each month actively support the Cook to review and maintain the Food Safety Program at all times.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Communicate with the children in an open manner.
- Follow Keiki's Professional Code of Conduct (available on SharePoint) to guide all interactions with families.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly basis. This will ensure mutual trust and open communication.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- Work as a team, throughout the service. Following the Professional Practice Policy (available on SharePoint)
- Be familiar with the Grievance Policy (on SharePoint) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.
- Develop a working relationship with colleagues to ensure the effective operation of the service.

- Ensure that you are ready to start and on time for your rostered shift, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Be aware of your responsibilities in regards to Child Protection legislation.
- Always maintain confidentiality and adhere to the service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

Food Preparation-

- Know, understand and follow the Food Safety Program at all times.
- At times, help the Cook to prepare nutritious meals that are culturally appropriate for children enrolled at the service.
- Demonstrate a sufficient level of understanding regarding food handling and cross-contamination risks when preparing food for allergies and intolerances.
- Help the cook to ensure that all food is stored in compliance with Health Regulations.
- Help the cook to ensure all food is heated and cooled in compliance with Health Regulations.
- Safely operate all equipment within the kitchen, including but not limited to mixers, ovens, choppers, shredders, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment.
- Be flexible if there is a special event or cultural day.

Maintenance-

- Follow the responsibilities and duties required in the Food Safety Program, including but not limited to:
 - General and daily cleaning
 - Food temperature checks
 - Cleaning freezers and refrigerators
 - Temperature checks of fridges and freezers
- Ensure adequate cleaning supplies are kept in the kitchen in a locked cupboard with Safety Data Sheets: i.e. Dishwashing liquid, dishwasher chemicals etc.
- Ensure all crockery, cutlery, serving trays and cooking equipment are cleaned after each meal/snack.

House Keeping-

- Maintain sanitary and inviting kitchen workspaces and eating areas at all times.
- Regularly empty bins to deter insects and vermin.
- Ensure food handling standards and quality guidelines are adhered to at all times.
- To promote high quality health and safety for adults and children.
- To perform laundry duties in relation to kitchen articles and assist in other laundry duties of the service.
- Complete and file all checklists to ensure that proof of compliance is being maintained.
- Ensure that all appliances are cleaned after each and every use.
- Ensure all serving trolleys and trays are cleaned after each and every use.
- Ensure that all chemicals in the kitchen are stored in compliance with WHS guidelines.

Key Performance Indicators

(expected work standard)

- Follow the Food Safety Program (FSP) at all times and maintain the requirements listed within the FSP, including the review.
- Maintain Food Safety and Allergy Awareness Training by renewing annually or as required.
- Knowledge, understanding and compliance of your obligations under Child Protection Legislation.
- Demonstrated high levels of written, verbal and interpersonal communication skills.
- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- An ability to complete work in set time frames.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.

For more information about the Children's Services Award (2010) [CLICK HERE](#). Each service has a copy of the Award available for all employees

