

Position title:	Kitchen Assistant	Reports to:	Hospitality Coordinator
Program / Department:	Adventure Pathways	Primary work location/s:	Adventure Campsites
Direct reports:	NA	Key stakeholders:	Campers
Award:	FIA	Classification:	AP REM Framework – Grade 2

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State’s most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

<p>Integrity</p> <p>Ensuring personal and corporate transparency and the highest ethical standards.</p>	<p>Compassion</p> <p>Treating people and communities with empathy, dignity and fairness.</p>	<p>Empowerment</p> <p>Releasing individual strengths that promote personal and community transformation.</p>	<p>Innovation</p> <p>Fostering a culture of continuous improvement, staff engagement and improved client outcomes.</p>
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About the role

The Kitchen Assistant plays a key role in achieving Baptist Care SA, Adventure Pathways’ purpose of helping people to connect with themselves, others, God and the natural world through outdoor experiences.

The Kitchen Assistant is responsible for providing assistance in the preparation and serving of food and cleaning of the Mylor Campsite Kitchen under the direction of the Hospitality Coordinator and/or Cook/s. The role requires an industrious person, passionate about food and hospitality, who possesses attention to detail and understands the importance of delivering excellent results for guests.

At its core, this position exists to help ensure that the Mylor Adventure Camp dining experience is consistently a highlight for guests.

Role responsibilities

1. Food Preparation

- Assist with the preparation of all meals as directed by the Hospitality Coordinator and/or Cooks
- Assist with the serving of meals to clients
- Assist with clean up after meals including filling in checklists for end of day, end of camp and weekly cleaning
- Complying with the correct storage of stock in pantries, cold rooms, freezers etc
- Understanding and follow directions relating to catering for special dietary needs
- Assist with the preparation and service of foods for functions under the direction of the Hospitality Coordinator and/or Cooks, including packing of foods for Adventure Service trips as per trip menu sheets
- Ensure safe food handling procedures are followed at all times

2. Communication and Teamwork

- Attend and participate in general staff meetings
- Maintain regular contact with Hospitality Coordinator to raise issues and discuss personal and professional development
- Follow direction on a day to day basis, ensuring tasks are completed to a high standard and seeking support from the Hospitality Coordinator as required
- Assist and work collaboratively with other Baptist Care SA employees

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member you must:

- Take reasonable care for your own and others' health and safety within the workplace;
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.

- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About you

The qualifications you bring

- Certificate I in Hospitality (Kitchen Operations) or equivalent

The experience you bring

- Customer service environment
- Commercial kitchen as a general kitchen hand or assistant

The competencies (knowledge, skills and behaviours) you bring

- Working knowledge of safe work practices and risk management practices and standards
- Ability to work effectively to a schedule with energy and flexibility
- Sound interpersonal and communication skills, including email
- Proven ability to follow systems and processes
- Possesses a strong internal drive for maintaining a tidy and organised workspace, with a natural tendency to notice small details
- Ability to work unsupervised and as part of a team
- Ability to think and react quickly at short notice, to make decisions within your delegated authority
- Demonstrated alignment to the vision, mission and values of Baptist Care SA

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- A current and valid National Police Clearance
- Training – Child Safe Environments
- Training – Apply First Aid (min HLTAID012)
- Ability to work outside standard office hours

Desirable Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	P&C Business Partner	Version:	2.0
Effective date:	25/03/2024	Review date:	25/03/2025