

YMCA POSITION DESCRIPTION – KITCHEN HAND

Position Title	Kitchen Hand		
Group	Childcare Services – Early Education Centres		
Modern Award:	Children’s Services Award 2010		
Classification Level:	Level 2.1 – Level 2.2 (unqualified) Level 3.1 (qualified)		
Position Status	Casual	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to:	Centre Director/ Assistant Director/ Group Leader or other person who may, from time to time, be nominated		
Supervises:	N/A		

Industry Sector

The YMCA is one of Brisbane's most recognisable customer-focused community organisations. The YMCA operates a number of services including child care, health and fitness, outdoor education and camping, accommodation and retail along with benevolent activities including the YMCA Vocational School and the Schools' Breakfast program. YMCA have been providing child care for over 30 years, committed to helping children grow in body, mind and spirit.

Position Summary

This position is responsible for preparing pre-cooked meals, provided by an external supplier, to children in care in a supportive and professional manner at all times. This position will also be responsible for the preparation and organisation of the kitchen for service.

Duties and Responsibilities

1. To prepare the meals in accordance with the suppliers instructions;
2. Food is to be stored as per suppliers instructions and the Food Handling Policy;
3. Use appropriate documentation and recording methods as set out in the Centres Food Safety Plan;
4. Responsible for cleanliness of surfaces and equipment;
5. To report any equipment maintenance requirements immediately to the Director;
6. Be aware of the Workplace Health and Safety and Department of Health Regulations and ensure that your section provides a safe, healthy environment for staff and children in close cooperation with the Director;
7. Liaise effectively with parents and staff under the supervision of the Director;
8. Attend staff meetings and training opportunities as required and assist in the promotion of a team environment;
9. Order and receive meals as required to ensure that adequate food has been supplied to meet the needs of the children in care;
10. Monitor diets of special needs children and liaise with the Director, parents and staff regarding their needs.

Safeguarding Children

1. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 1.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 1.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 1.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 1.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 1.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 1.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 1.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 1.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 1.9 Participate in safeguarding children and young people training as directed
- 1.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 1.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 1.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 1.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 1.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

2. GENERAL REQUIREMENTS

- 2.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 2.2 Comply with all Policies and procedures;
- 2.3 Continually monitor the cleanliness, safety, security and presentation of the Centre in conjunction with all other staff;
- 2.4 Provide assistance in the implementation of a quality Early Education Program;
- 2.5 Maintain confidentiality of all YMCA information, records and files;
- 2.6 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 2.7 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 2.8 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

3. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 3.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 3.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 3.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 3.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 3.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 3.6 Properly use equipment, including any relevant safety equipment or devices;
- 3.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 3.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 3.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 3.10 Make suggestions for improvements to health and safety practices within the workplace;



- 3.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 3.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- 1. Walking / standing – Constant
- 2. Sitting – Occasional
- 3. Squatting/ bending/kneeling – Frequent
- 4. Working outdoors – Occasional
- 5. Fine motor skills (keying, typing) – Occasional
- 6. Gross motor skills (e.g. setting up, packing up) – Frequent
- 7. Lifting/carrying up to 10kg – Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

- 1. Trade qualifications and relevant industry experience in a similar role;
- 2. Enjoy the opportunity to work with children and to support the educators in their roles;
- 3. Ability to modify meal order for special dietary requirements, e.g. gluten free and vegetarian diets;
- 4. Knowledge of food allergies and food related diseases, and the ingredients that may cause the allergy/disease;
- 5. Knowledge of generally accepted well balanced nutrition guidelines;
- 6. Good knowledge of cleaning responsibilities;
- 7. Excellent working skills including: communication skills, organizational skills and attention to detail;
- 8. Current certification for First Aid, CPR, Asthma Management and Anaphylaxis Management, or willingness to obtain;
- 9. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000 prior to commencement;
- 10. Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 11. Achievement of YMCA’s Safeguarding Children Training Certificate and complete annual refresher training.

Approval

Date Position Description Revised:	February 2020
Position Description approved by:	Chief Executive Officer
Date of Approval:	

