

POSITION DESCRIPTION

Position Title	Stores Assistant
Position No	
Department	Higher Education & Industry Programs
Faculty/Centre	Faculty of Education, Service Skills and Environment
Classification	PACCT Worker 2 (PW2)
Salary Range	\$48,387 to \$53,470 p.a. pro rata
Prepared By	Dean - Faculty of Education, Service Skills and Environment.
Date	September 2020
Reference No	
Approved By	Associate Director, Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. The distribution of equipment and stock to kitchens, food service areas and store areas. 2. The storage, hygiene, preparation of food products and maintaining a safe learning environment by demonstrating correct carrying and storage techniques. 3. The cleaning of kitchen equipment and facilities. 4. Receiving goods, storage and rotation of goods 5. Reporting weekly equipment cleaning and maintenance.
Manager/Supervisor	<ul style="list-style-type: none"> ▪ Head of Department. Hospitality, Cookery, Bakery and the Australian Defence Force Program ▪ Assistant Managers – ADF Program and Hospitality, Cookery and Bakery ▪ Purchasing / Stores Officer / Manager
Role Of Subordinates (Where Applicable)	NA

Internal Communication Requirements

- Dean – Faculty of Education, Service Skills and Environment.
- Head of Department Hospitality, Cookery, Bakery and ADF program.
- Assistant Manager – ADF Program and Hospitality, Cookery and Bakery.
- Purchasing Stores / Officer / Manager
- Communicate with departmental and other Institute staff.
- To communicate with the OH&S representative as required.

External Communication Requirements

- Communicate with the Hospitality industry for receipt of stock deliveries.

Specific Accountabilities

1. Able to perform tasks unsupervised
2. To maintain clean and tidy training kitchen, food service and store areas, chemical storage room and laundry.
3. Receive and store deliveries and check for accuracy against delivery docket / requisition.
4. Launder kitchen and front of house cloths used for delivery of lessons, using the onsite washing and drying facilities.
5. Make up trolleys with required classroom stock.
6. Maintain equipment to ensure compliance with OH&S and other Holmesglen auditory requirements.
7. Reporting and hygienic maintenance and upkeep of kitchens and food service areas.
8. Responsible for the timely completion of tasks and provision of weekly reports.
9. Participate in scheduled stocktakes as directed by the Purchasing / Stores Officer / Manager.
10. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
11. Complete daily / weekly / monthly logs to include temperature checks of equipment and food items and as directed any other food safety required monitoring and recording

Qualifications**Minimum**

- Certificate II in Kitchen Operations or year 12 and demonstrated relevant experience or, equivalent relevant experience.
- Current Food Safety Qualification to include a current food handling / hygiene qualification, SITXFSA001 - Use hygienic practices for food safety.

Preferred

- Certificate III in Catering Operations
- Certificate III in Commercial Cookery

Knowledge

- Knowledge in OH&S and food safety principles.

<p>Experience</p>	<ul style="list-style-type: none"> ▪ Stocktakes ▪ Maintaining hygiene practices in a kitchen and food service environments. ▪ Knowledge of commercial kitchen cleaning duties. ▪ Knowledge of commercial hospitality and cookery products
<p>Skills</p>	<ul style="list-style-type: none"> ▪ Experience using hygiene practices in a commercial kitchen environment. ▪ Demonstrated experience in the handling, storage and distribution of food. ▪ Experience with receiving and checking deliveries against delivery docket or requisition. ▪ Cleaning experience in a commercial hospitality environment.
<p>Key Selection Criteria</p>	<ol style="list-style-type: none"> 1. Demonstrated ability to work in a co-operative manner with others and independently. 2. Demonstrated ability to maintain hygiene practices in a commercial hospitality / kitchen and stores environment. 3. Demonstration of experience in cleaning in the commercial hospitality, stores and kitchen industry. 4. Demonstrated experience in the handling, storage and distribution of food / equipment, chemicals, beverages and commercial hospitality products. 5. Demonstrated time management skills, organisational skills and the ability to prioritise tasks.
<p>Note</p>	<ul style="list-style-type: none"> ▪ This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated. ▪ Due to the nature of the position, there is a requirement to accommodate flexible working hours and attendance requirements. ▪ The Incumbent may be required to perform his/her duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed. ▪ Holmesglen is a child safe organisation. This position requires a current Victorian Employee Working with Children check.

