

JOB DESCRIPTION

Title	Kitchen Hand
Department	Business Investment and Commercial Service
Reports to	Head Chef/Assistant Chefs
Location/Campus	Kukum/Panatina Campus

Summary

The position is to assist the cook with food preparation and clean kitchen equipment and appliances, The kitchen hand will always retrieve food items as requested by the chef, The kitchen Hand will always maintain safe food standard and also store food deliveries as part of the job.

Main Duties and responsibilities

	<ul style="list-style-type: none"> • Keep food preparation areas clean • Clean kitchen equipment and appliances • Clean benchtops, floors, ovens and ranges • Receive, lift, handle and store food deliveries • Retrieve food items as requested by chefs • Assist with food preparation • Wash dishes, pot and utensils
Quality Assurance and Custom Satisfaction	<ul style="list-style-type: none"> • Implement and ensure the company Health & Safety Policy is met at all times, this includes the training of all kitchen staff. • Comply & implement all Health and Safety and Food Hygiene requirements. • Ensure temperature records and food labelling are maintained and up to date • Ensure the kitchen is clean and hygienic, making sure cleaning rosters are adhered to and records kept • Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods. • Promote a positive perception of the company at all times both internally & externally • Ensure the all the allocated must be done with the short term period contract
People Management and team work	<ul style="list-style-type: none"> • Trialing and recruitment of kitchen team members in line with company & statutory requirements. • Identify recruitment needs and agree action plan in a timely manner • Identify training needs and deliver training to all kitchen staff • Assist in the setup, update & completion of all staff personnel files within the time frames, ensuring terms and conditions and employee handbooks are signed and filed. • Deal with day to day personnel queries • Leads by example, setting the pace and standards. • Praise and recognize good performance

	<ul style="list-style-type: none"> Deal with poor performance through informal reprimands and where necessary the company disciplinary procedure
Business, planning, reporting and management	<ul style="list-style-type: none"> Manage the day to day food administration ensuring systems compliance
<u>Dimensions</u>	
Problem solving and impact	<ul style="list-style-type: none"> To assist in resolving problems affecting the management of day to day business in accordance with SINU regulations. To assist in decision making regarding the operational aspects Administration and Human Resource Management within the Division To contribute to decisions, that has an impact on kitchen foods To provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.
Resource management	<ul style="list-style-type: none"> To contribute to the overall management of the department in areas such as resource requirements and management, budget management and business planning. To participate in departmental level strategic planning To contribute to the management of quality, audit and other external assessments. Carry out Quality Assurance, Audit and Self-Assessment procedures in line with the SINU's and the Maritime School Quality Policies.
Working Environment	<ul style="list-style-type: none"> To skillfully work cross divisions and catering teams in the resolution of issues. To take responsibility for conducting risk assessments and reducing workplace hazards To engage in continuous professional development. To understand and apply the principles of equality of opportunity in a catering context
Decision making authority	<ul style="list-style-type: none"> Always seek advice from the Head chef/Assistant chef during food preparation Maintain high standard of health practices in food handling
<u>General Responsibilities</u>	
<ul style="list-style-type: none"> To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. To be responsible for your own health and safety and that of your University To undertake other such other duties as may be reasonably expected. To provide a healthy and comfortable working environment To present the university in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the university and relevant maritime agencies. 	
<u>Qualifications required</u>	
<ul style="list-style-type: none"> The ideal candidates will possess a Form three (3) or Form Five (5) certificates, and are willing to work and ready to learn from other work colleague 	

Experience

Essential to the position

- Previous experience with control food and labor cost, demonstration cooking, menu development, and pricing and development of culinary team preferred.
- Prior experience in managing and developing a team
- Have practical and theoretical knowledge of a working kitchen.
- Have a high level of written and spoken English.
- Possess a demonstrated knowledge of kitchen Hand
- Be prepared to participate in all ongoing in-service training and refresher training activities.
- Must possess a good knowledge of a Kitchen Hand
- Ability to prepare and work with Kitchen staff under any circumstances

Terms and Conditions

The position is for one month contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level under the support service stream.