



# POSITION DESCRIPTION

## Cook (Senior Catering Assistant)

### PART A. POSITION IDENTIFICATION

<b>TITLE:</b>	Cook / Senior Catering Assistant
<b>DEPARTMENT/SECTION:</b>	Catering
<b>LOCATION:</b>	The John Flynn College
<b>SALARY RANGE:</b>	Level 3 (Educational Services (Schools) General Staff Award 2010
<b>DATE OF REVIEW:</b>	January 2018
<b>REPORTING LINES:</b>	This position reports to the Executive Chef. This position is responsible to undertake Duties in the kitchen /Dining Room as delegated by the Executive Chef or his nominee

#### **Application Instructions**

Your application for this position should include a **2 page cover letter** specifically addressing the person specification in Part D of this position description.

Your application should also provide a **resume** of employment history.  
(See Section E – “Other Information”)

Email applications to [Mike.Stipis1@jcu.edu.au](mailto:Mike.Stipis1@jcu.edu.au)

Applications close Friday 1 February 2019

## **PART B. BACKGROUND INFORMATION**

### **1. PRIMARY OBJECTIVES**

Contribute to the efficient and effective operation and environment of the kitchen and Dining Room, ensuring welfare, safety, privacy and the general wellbeing of all students is maintained. Ensuring that a high standard of hygiene and cleanliness is maintained, to the specified standard.

### **2. ENVIRONMENT**

#### **2.1 Environment**

The John Flynn College is named after The Very Reverend John Flynn, O.B.E., D.D., perhaps one of the most famous and revered of Australians. His ministry at Beltana in South Australia convinced him that the Christian Faith was irrelevant on the frontiers of Australia if it did not concern the whole life of men and women, body, mind and spirit.

The College Constitution provides for governance by the Uniting Church and Lutheran Church of Australia. The College was established to provide a supportive academic and social environment catering for 253 University students. Our aim is to provide an environment in which students can study and relax while enjoying maximum personal freedom within the constraints of living in close proximity to others. This requires students to be considerate and respectful of the needs of their fellow students.

The John Flynn College takes pride that students attending the College are drawn here by our core values of trust, unity, safety and community spirit. Staff are expected to promote these traits in their daily contact with students and always act in a manner that upholds these values.

The John Flynn College also acknowledges John Flynn and his commitment to isolated and remote Australians. His commitment to serve is the basis for all College Staff as they interact with the student body.

#### **2.2 Business Objectives**

The College's business objectives are to provide:

- Professional, cost effective, efficient and quality service to our residents;
- Facilities and services that meet the requirements of our residents;
- A systems and team approach to management and service provision;
- A partnership with our residents, university, suppliers, Government bodies impacting the provision of our services;
- An integrated approach to quality, safety, risk, food safety & quality, compliance and environmental management;
- A Job, compliance, risk and process management approach to the way we operate and manage our College;
- A work ethic of "Continuous Improvement" and "Best Practice" in everything we, our employees undertake;

- Creation of an atmosphere of mutual support and guidance where residents and employees objectives are achieved while complying with business and industry standards, Government legislation and company ethics and procedures;
- A work environment that is healthy, safe and free from discrimination, harassment and intimidation, and
- Christian values integrated throughout the organisation's policies and procedures.

### **2.3 Core Values**

The John Flynn College has its foundations firmly based on Christian values and we value:

- Safe environment
- Respect for the individual
- Caring community
- Sense of Belonging
- Trust
- Excellence in all things

### **2.4 Vision Statement**

The John Flynn College is committed to being the “*Residential College of First Choice*” at James Cook University.

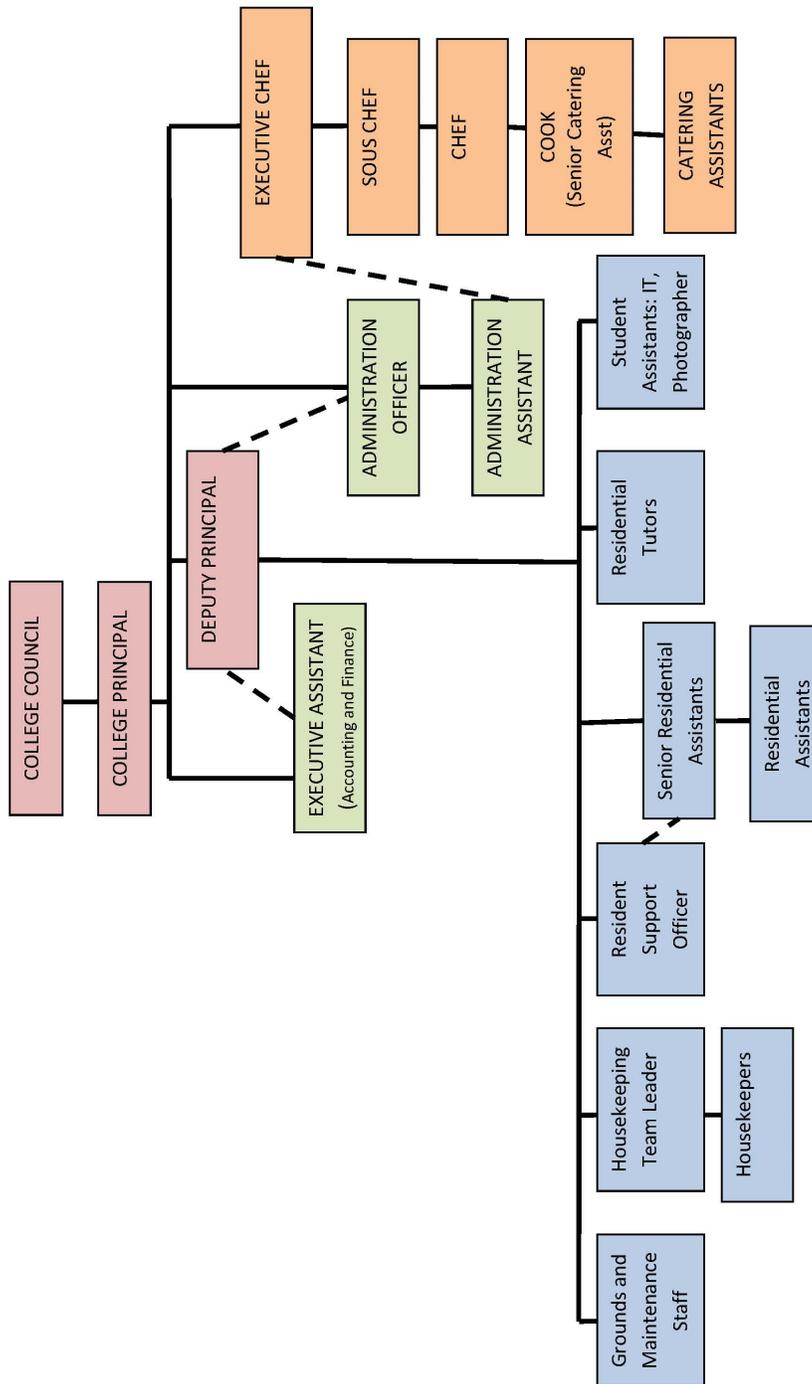
### **2.5 Mission Statement**

Our mission is to develop and maintain the ethos and practices within The John Flynn College so that:

- The John Flynn College provides, as did the Very Reverend John Flynn, a “mantle of safety” environment based on Christian values, where residents of all ages, nationalities and faiths are encouraged to achieve their full academic, social and spiritual potential.
- Residents of The John Flynn College are provided with opportunities for exploration of their Christian faith.
- People will select The John Flynn College when searching for a residential college at James Cook University to ensure they will be fully supported to realise their goals.
- Residents and staff of The John Flynn College take pride in the traditions, standards and ethos established by decades of commitment to academic excellence.
- Valedictorians of The John Flynn College will graduate as confident and responsible citizens contributing to Australia and beyond.

2.6 ORGANISATION CHART

The John Flynn College Organisational Structure 2019



## **PART C. JOB DESCRIPTION**

### **1. POSITION PURPOSE**

Contribute to the efficient and effective operation and environment of the Catering operations within the residential facility, ensuring welfare, safety, privacy and the general well-being of all students is maintained. A high standard of hygiene and cleanliness is to be maintained at all times.

### **2. PRIMARY OBJECTIVES**

- Preparation and Serving of meals.
- Food Preparation.
- Ensure that the Kitchen, Dining Room and all storage area hygiene standards are maintained to a high standard.
- Assist in presentation and serving of meals under the supervision of the Executive Chef or his nominee.
- Maintenance of kitchen and dining room equipment.
- Abide by the College Safety Policies which relate to the operation of the Kitchen and Dining Room.
- Catering Assistant remunerated at level 3 and above can be required to provide routine supervision on shift or work unsupervised

### **3. DUTIES**

- Participate in staff meetings.
- Ensure all allocated daily tasks are completed in a timely manner.
- Ensure all daily food dating charts are completed.
- Report faults in equipment.
- Setting and/or wiping down tables, removing food plates and stacking for dish washer(Loading and unloading dishwasher)
- Carryout general domestic duties as required on a daily bases to ensure areas are kept clean.
- Work as part of a team in the presentation and serving of meals to clients and replace food stocks in dining room as required.
- Other duties as directed from time to time.

#### 4. PHYSICAL DEMANDS OF JOB

All catering operations staff must be physically able to perform and sustain the following essential physical job functions on a daily basis:

- The physical ability to stand and or walk continuously.
- The physical ability to frequently crouch, push/pull, squat and work above the shoulders during the performance of the daily job routine.
- The physical ability to perform all tasks in a repetitive nature such as the following tasks but not limited to: sweeping, vacuuming, mopping, scrubbing, peeling fruit and vegetables etc.
- The physical ability to use both hands for continuous grasping and fine manipulation and in a repetitive nature.
- The physical ability to occasionally carry over 10kg of weight both on flat surfaces and up and down stairs for a short distance.
- The physical ability to occasionally lift up to 10kg of weight between the floor and waist, and occasionally from the waist to above the shoulder.
- The physical ability to occasionally push/pull various items in excess of 10kg such as cleaning supplies, bottled water, full garbage bags and/or bins, furniture and food trolleys.
- The physical ability to work in all temperatures and weather conditions when required by the College and within legislative guidelines.
- The physical ability to tolerate any required personal protective equipment such as gloves, safety glasses, ear protection and other protective equipment deemed appropriate on a continuous basis.
- The physical capability to use various chemicals used within catering as per the manufactures specifications and in house training, on a daily basis.
- The physical ability to occasionally climb on a ladder to heights up to 2mtr and the physical ability to work on a step ladder.

### **PART D. PERSON SPECIFICATION**

*Short listing of candidates will be based upon an assessment of how well the following selection criteria are addressed. It is therefore essential that you set out your application in a way which maximises the ease with your skills and competencies can be assessed against these criteria.*

*Description of your skills, knowledge and abilities in clearly identified groupings by criterion is preferred to general comments or submission of curriculum vitae only.*

#### 1. MANDATORY REQUIREMENTS

- Successfully complete a Functional Self-Assessment that certifies you will be able to meet all listed physical demands of the job.
- Complete an Application for claims history summary from the Workers Compensation Regulator
- Ability to carry out duties with limited supervision and co-operatively participate as a team member

## 2. PERSON SPECIFICATIONS

### Knowledge and skills

- Knowledge of food handling and preparation
- High level attention to detail
- Ability to establish effective working relationships with other kitchen staff

### Experience

- Experienced in aspects of commercial food preparation
- Managing and prioritising multiple responsibilities

### Personal Qualities

- Ability to follow direction
- Ability to stay calm and perform to a high level under pressure

## 3. SELECTION CRITERIA

*It should be noted that the criteria are listed in general order of priority only. The selection committee may choose to weight the relative importance of each criterion at their discretion.*

- |        |   |
|--------|---|
| S.C. 1 | Demonstrated ability in food preparation.   |
| S.C. 2 | Ability to contribute to a safe and supportive environment for residents.   |
| S.C. 3 | Demonstrated ability to work as a member of a team.   |
| S.C.4  | Demonstrated ability to follow procedures and policies associated with the management of a commercial kitchen.  |
| S.C.5  | Demonstrated time management skills with the ability to organise allocated duties effectively   |
| S.C.6  | Display personal attributes of honesty, loyalty, initiative, maturity, flexibility, common sense, punctuality and the ability to make effective decisions and take direction. |

## **PART E. OTHER INFORMATION**

1. It will be noted that within this Position Description, the possession of a qualification is not required within the selection criteria. The John Flynn College Council values the enhanced work performance that derives from the expanded knowledge base and skill attainment resulting from formal

Tertiary training and encourages both its existing and prospective staff to undertake such training.

However, the Council equally acknowledges that such enhanced work performance can be achieved through other learning experiences, including on the job training, structured professional development or life experiences. The Council believes that this enhanced performance can be most appropriately assessed through the knowledge, competence and skills described in each of the Selection Criteria listed in Part 5.

2. The John Flynn College Council is an Equal Employment Opportunity employer aiming to gain a workforce more representative of the wider community.
3. The relevant legislation is the Fair Work Act 2009 including the National Employment Standards and the relevant award is the "Educational Services (School) General Staff Award 2010".
4. Rostered work is involved.
5. The College is a registered workplace under the terms of the Workplace Health and Safety Act.
7. A program of in-service training and continuing professional development is strongly encouraged by the Council.
8. The John Flynn College is a smoke free environment including all vehicles.
9. In addition to addressing the Selection Criteria in Part D, applicants should provide a Curriculum Vitae or Résumé.

Such information should include: Comprehensive employment and educational information (eg. dates of employment, organisations, major duties, education qualifications, etc). Three referees with first-hand knowledge of your performance relevant to the Selection Criteria listed in Part D, one of whom should be your current or immediate past supervisor or manager.

Applications for this position should be emailed to:

The Deputy Principal  
The John Flynn College  
James Cook University  
TOWNSVILLE QLD 4811  
**Email: Mike.Stipis1@jcu.edu.au**

Applications close: Friday 1 February 2019

### **CONDITION ASSOCIATED WITH THIS POSITION**

Under the Criminal Law (Rehabilitation of Offenders) Act 1986, applicants for positions at The John Flynn College are required to disclose their criminal histories in relation to certain offences.

Those offences required to be disclosed include **all** criminal history, whether committed in Queensland or elsewhere, related to:

- Offences of a sexual nature
- Offences related to drugs misuse
- Offences against morality (as defined in Chapter 22 of the Criminal Code)
- Assaults on females: abduction (as defined in Chapter 32 of the Criminal Code)
- Offences against liberty (as defined in Chapter 33 of the Criminal Code); or
- Offences relating to marriage and parental rights and duties (as defined in Chapter 34 of the Criminal Code).

Offences are only required to be disclosed by the nominee for the position in the final stage of the selection process. At that stage you will be asked to complete a Declaration Form and the details of any relevant convictions will be placed in a sealed envelope for the Chair of the Selection Committee. This may not necessarily preclude you from employment.

### **MEDICAL**

An employment medical is part of the employment procedure at The John Flynn College. The medical is a specific one conducted by a doctor who specialises in assessing if you have any conditions that may be aggravated by employment at The John Flynn College or if we need to modify work practices / methods to allow you to work safely at The John Flynn College. We have an obligation to ask you if you have any pre-existing conditions and to make note of it. We also need to know should you need medical treatment during working hours. All information is strictly confidential and only selected people; will have access to this information.