MARCELLIN COLLEGE RANDWICK
KITCHEN ASSISTANT ROLE DESCRIPTION

PRINCIPLES OF THE KITCHEN ASSISTANT’S ROLE:
1. Preparation of food and special equipment for daily lessons (including catering functions) according to orders and in consultation with teaching staff.
2. Maintenance and stock control of equipment, resources and food for Food Technology and Hospitality.
3. Upkeep of hygiene and cleanliness of kitchens and associated teaching spaces.

1. General Management of Food Resources
   • Weekly orders to be checked and updated against current stock.
   • Foods are to be stored, labelled with date, class and quantity. Supplies are to be rotated so older supplies are used before the newer ones. Ensure old supplies are exhausted before opening new food containers.
   • Meat is packaged according to commercial standards, labelled and frozen. Before freezing, portions are weighed according to needs of practical and demonstration lessons. Food is to be labelled with class, day, weight and applicable period for use.
   • Where food is delivered directly to the school, check delivery docket before signing for delivery and store perishables immediately.
   • Fresh fruit and vegetables are to be wrapped correctly and stored to ensure maximum freshness.
   • Bulk quantities of foods e.g. staples, herbs and spices need regular checking of storage containers, and cleaning to ensure freshness.
   • ‘Use by dates’ of perishables and semi perishables are noted and these foods are consumed to ensure wastage is limited.
   • Accurate records are to be kept listing foods and available quantities.

2. Hygiene and Work Place Safety
   There is a need for attention to safe practices in freezing and refrigeration, storing staple items, wiping up spills and an awareness of the risks of cross contamination.
   • Food stored in the refrigerator is to be kept covered, and stored a minimal time. Where possible “use by dates” or “date in” labels are to be added to stock for timely stock rotation. Labelling of fridge and freezer doors/drawers is necessary to help identify stock for classes.
   • When moving heavy goods, in the first instance the Kitchen Assistant will if possible break them down into more manageable quantities before seeking assistance with the lifting of heavy objects.
   • Attention to relevant food handling acts and guidelines is a necessity.
   • Damaged equipment and utensils are to be withdrawn from use. Damaged items are to be labelled as damaged and reported.
   • Pest control must be monitored and any issues are to be reported immediately.

3. Management of Finances
   • Relevant payment and claim forms are to be completed by the Kitchen Assistant in liaison with teaching staff.

4. Management of Equipment
   • Knowledge of and the ability to operate stoves, microwaves, dishwashers, refrigerators, freezers, electric mixers, blenders, food processors, frypans, and deep fryers is required.
   • Equipment manuals and instruction booklets are to be stored and available at all times.
5. Management of Demonstration and Practical Lessons

- Trays for Demonstration and practical lessons are to be prepared according to daily run sheet and food order instructions.
  - Demonstration lessons will have ingredients prepared as ordered.
  - Practical lessons will have ingredients prepared in bulk quantities. Class teachers and students are responsible for individual quantities.
- Demonstration equipment is to be washed up and put away by the Kitchen Assistant; where possible the teacher will assist with this.
- Tea towels are supplied to all classes to ensure safe hygiene practices (Pure Foods Act).
- For demonstration lessons, teachers’ aprons, dish-cloths, tea towels, recipe, ingredients and specialised equipment is to be on the tray/trolley as according to food order.

6. Function Catering

- The Kitchen Assistant may be asked to help with catering for functions.

7. Laundry Management

- The Kitchen Assistant will be responsible for the daily laundry.

WPS RESPONSIBILITIES

Relevant websites outlining correct food handling and food practices are available. For example,

- NSW Food Authority http://www.foodauthority.nsw.gov.au
- Food Standards Australia http://www.foodstandards.gov.au