

POSITION DESCRIPTION

Position Title	Stores Assistant
Position No	
Department	Higher Education and Industry Programs
Faculty/Centre	Education, Service Skills and Environment
Classification	PACCT Worker Level 2 (PW 2)
Prepared By	Dean - Education, Service Skills and Environment.
Date	December, 2022
Reference No	<i>(To be completed by Human Resources Department)</i>
Approved By	Associate Director - Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Ensure class materials, including equipment, food and beverages, are available prior to commencement of classes and cleared when classes are concluded. 2. Efficiently distribute equipment and stock to kitchens, food service areas and store areas and ensure the maintenance of hygiene practices appropriate to kitchen and food service environments. 3. Hygienically store and prepare food products and maintain a safe learning environment through the application of correct carrying and storage techniques.
Manager/Supervisor	<p>Head of Department - Hospitality, Cookery, Bakery and the Australian Defence Force Programs.</p> <p>The position may also have a functional reporting relationship with Assistant Managers within the department including appropriate purchasing and stores staff.</p>
Subordinates (Where Applicable)	Not Applicable
Internal Communication Requirements	<ul style="list-style-type: none"> ▪ Head of Department, and department Assistant Managers, regarding operational requirements. ▪ Department staff, including purchasing and stores staff, as well as teachers/trainers in providing assistance with the operations of departments. ▪ Liaise with relevant Occupational Health and Safety (OH&S) representatives as required to ensure the safe operations of the kitchen, stores and food service areas.

External Communication Requirements

Specific Accountabilities

- Holmesglen students in supporting training requirements.
 - External suppliers and service providers for the receipt of stock and maintenance of kitchen and stores operations.
1. Ensure that the training kitchen, food service and storage areas, including chemical storage room and laundry, are maintained in a clean, hygienic and safe condition and provide maintenance reports as appropriate.
 2. Maintain kitchen and stores equipment in a safe, working condition to ensure compliance with OH&S and other food health and storage requirements.
 3. Receive and store stock and equipment deliveries, check for accuracy against delivery dockets/requisitions and participate in scheduled stocktake processes as directed.
 4. Prepare trolleys with required classroom stock and materials and return unused food to stores and/or cool room and store appropriately.
 5. Launder kitchen and front of house cloths used in the delivery of classes.
 6. Complete all assigned tasks in a timely and efficient manner, providing appropriate reports where matters require consideration and attendance- including the reporting of maintenance, repair and servicing requirements.
 7. Complete daily, weekly and monthly logs to include temperature checks of equipment and food items and other monitoring and recording as required.
 8. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
 9. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
 10. Ensure compliance with Institute policies and procedures and contribute to the ongoing improvement of departmental stores systems and processes.
 11. Act in accordance with Holmesglen Safety policies and procedures to ensure the department is compliant with relevant Occupational Health and Safety legislation.

Qualifications

Minimum

- Certificate II in Kitchen Operations or year 12 and demonstrated relevant experience.
- Food Safety qualification which includes the current food handling/hygiene qualification, SITXFSA001 - Use hygienic practices for food safety.

Preferred

Certificate III in Catering Operations or Commercial Cookery

Knowledge

- Knowledge of:
 - commercial and cultural food items
 - other food related items and dietary requirements including allergies.

<p>Experience</p>	<ul style="list-style-type: none"> ▪ An understanding of Health and Safety requirements and familiarity with food safety principles. ▪ Familiarity with stocktake processes in a commercial kitchen. ▪ Sound knowledge of hygiene practices and food preparation in a commercial kitchen and food service environment. ▪ Understanding of commercial hospitality and cookery products including commercial kitchen cleaning responsibilities and products. ▪ Experience using hygiene practices in a commercial kitchen environment including the handling, storage and distribution of food. ▪ Experience of working in a commercial kitchen and stores environment, including the maintenance of equipment and the receipt and verification of deliveries. ▪ Cleaning experience in a commercial hospitality environment.
<p>Skills</p>	<ul style="list-style-type: none"> ▪ Practical skills in the hygienic handling, preparation, distribution and storage of food and kitchen equipment. ▪ Demonstrated ability to show initiative and to work effectively both independently or as part of a team. ▪ Demonstrated time management and organisational skills, including the ability to effectively prioritise tasks.
<p>Key Selection Criteria</p>	<p>In addition to qualification requirements the incumbent will have:</p> <ol style="list-style-type: none"> 1. Demonstrated ability to show initiative, work independently and/or work co-operatively and effective with others. 2. Demonstrated ability to maintain hygiene practices in a commercial hospitality/kitchen and stores environment. 3. Demonstrated cleaning experience in the commercial hospitality, stores and kitchen industry. 4. Demonstrated experience in the safe and hygienic handling, storage and distribution of food/equipment, chemicals and commercial hospitality products. 5. Well-developed organisational and time management skills with a demonstrated ability to prioritise tasks and work schedules.
<p>Notes</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 and as directed by your manager / s ▪ 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.

- Holmesglen cultivates a workforce that embraces and values student voice and partnership.
- All employees must provide evidence of COVID-19 vaccination status.