

POSITION DESCRIPTION

POSITION TITLE:	Storeperson (Kitchen) NSW
POSITION NUMBER:	001314
DIVISION / DEPARTMENT:	Education /Sydney
CLASSIFICATION LEVEL:	PACCT Level 1
MODE OF EMPLOYMENT:	Part Time
*LOCATION:	11 Bowden Street Alexandria NSW
Date:	January 2024

*Note that the incumbent may be required to operate from any work sites of the Institute

GENERAL INFORMATION ABOUT THE INSTITUTE

William Angliss Institute is the Government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

GENERAL INFORMATION ABOUT THE DEPARTMENT

The Department provides a full range of operations and services that support two retail food outlets known as Café Imparo and the Rubric Student Training Restaurant. Both outlets have a commercial focus where the menu is aligned to the curriculum, learning outcomes and the student assessments tasks for external and internal customers. The main emphasis for all the areas is on quality customer service and profitability equal to industry standards.

PRIMARY PURPOSE & OBJECTIVES OF THE POSITION

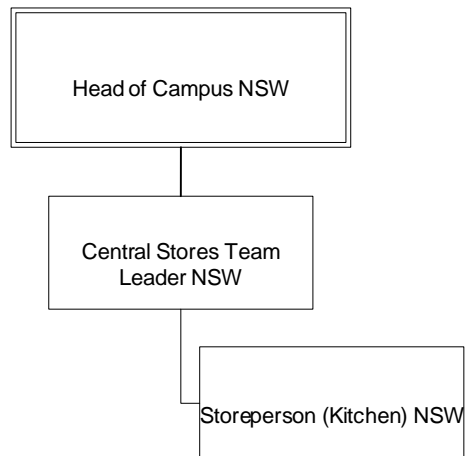
Ensure stock is received and distributed and stored in accordance with specified guidelines, procedural or legislation.

Provide assistance to Teachers to assemble ingredients and products as part of the student's lessons and training including ensuring that the ingredient and products are of high quality and consistent.

Perform general washing up and cleaning duties within the kitchen, retail outlets or food preparation and scullery areas. This can include the cleaning cooking and general utensils used in a kitchen or restaurant and cleaning kitchen floors and other surfaces.

REPORTING RELATIONSHIPS

As a member of the VET Sydney team, this position reports directly to the Central Stores Team Leader for day to day operational matters.



KEY DUTIES

- Perform general pantry duties including but not limited to, putting new fresh, frozen and dry food deliveries away using First in First Out principles, maintain the cleanliness of the pantry.
- Follow procedures for stock receivable from different suppliers.
- Rotation and storage of food products.
- Transport food and cookery items to class rooms and to different retail outlets.
- Assist in stock take reports.
- Assist in preparing order sheets to place orders on a weekly basis for any food items that are required for classes through approved suppliers.
- Provide consistent quality products and customer service to clients, both internal and external.
- Prepare and organise food trolleys.
- Store and label food in appropriate temperature-controlled facilities.
- Clean and maintain the waste room and rubbish area, ensuring that the area remains clean and tidy.
- Collect waste bins from the public areas and relocate to the waste room
- Ensure that the waste bins are clean at least fortnightly.
- Assist the Central Stores Team Leader in attending to Trainer requests.
- Mop, sweep hard floor kitchen surfaces and this can include attending to floor spillages and allocating safety warning signs.
- Operate an industrial dishwasher to wash dishes and when necessary wash by hand i.e. glassware.
- Unload dishwasher, glassware and put away in the appropriate areas for use.
- Clean cooking and general utensils, crockery and cutlery, stoves, ovens, extraction hoods, fridges and freezers.
- Report and escalate issues or concerns where appropriate to the Central Stores Team Leader (i.e. safety risks, equipment failure).

Other Responsibilities:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance objectives will be negotiated as part of the Institute's regular performance review process.

- The incumbent will be required to comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Child Safe Policies & Procedures, Diversity, Access and Equity Policy and all other relevant legislation, policy, procedures or practices.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

In accordance with the William Angliss Institute of TAFE PACCT Staff Enterprise Agreement 2021 (PACCT EBA), the following descriptions apply for PACCT LEVEL 1 positions:

EDUCATION, TRAINING AND EXPERIENCE

Education, Training and Experience means the type and duration of training which the duties of the classification level typically require for effective performance. Training is the knowledge through formal education, on the job instruction or exposure to procedures.

Completion of Year 12 with no or limited experience, or appropriate relevant experience. Work tasks at this level could be completed after a brief period of on the job training. Communication literacy and numeracy skills will allow an employee to understand clear written and/or verbal instructions and perform basic duties in the specified field of employment.

TASK LEVEL

Task Level means the type, complexity and responsibility of the tasks typically performed by staff within each proposed classification level

In positions at this level the tasks are straightforward, routine and repetitive. Work is performed in accordance with established procedures. Routine problems associated with the area of work may be addressed by the application of clearly defined and established methods and procedures.

JUDGEMENT AND PROBLEM SOLVING

Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed, and Problem Solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.

Limited opportunity for the exercise of independent judgement, however tasks to be performed involve selection from an established range of techniques, systems, equipment, methods or processes. Alternative courses of action will be limited to few options where the requirements are clear.

SUPERVISION AND INDEPENDENCE

Supervision and Independence means both the way in which positions are supervised, managed or held accountable, and the degree of independence which applies in supervising or managing other staff or contractors. Independence is also the extent to which a staff member can work independently without supervision or direction.

Employees work under close supervision.

Supervisory referral and/or guidance will be readily available.

Employees are accountable for the quality, quantity and timeliness of own work.

ORGANISATIONAL RELATIONSHIP AND IMPACT

Organisational Relationship and Impact means the level of knowledge and awareness of the organisation, its structure and functions that would be expected in the performance of the duties of the position, and the purposes to which that organisational knowledge and awareness may be put.

May provide straightforward information to others both within/outside the work unit. Staff follow established operational procedures within the work area. Positions inter-relate with other work units in accordance with established procedures.

INTERPERSONAL SKILLS

Interpersonal Skills means the level of communication skills both verbal and written and the scope of the circumstances where the staff member is expected to use these skills.

Require basic skills in verbal and written communication.

KEY SELECTION CRITERIA

1. Previous experience working in a similar role or in large kitchens, dealing with food preparation, food handling and general cleaning duties.
2. Knowledge of Food Safety standards.
3. Current Food Handlers Certificate or ability to obtain.
4. Demonstrated ability to work within a team environment under routine supervision in a safe and responsible manner.
5. Have basic Computer literacy skills.
6. Demonstrated awareness of Occupational Health and Safety regulations.
7. Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

- Provision and or willingness to obtain a Working with Children Check (employee) will be required and renewal thereafter.
- Provision and or willingness to obtain a Police Check and renewal every five years thereafter will be required.
- Period of work outside normal hours may be required.
- Requirement to wear safety clothing and footwear or uniform.
- Some heavy lifting required.

WILLIAM ANGLISS INSTITUTE STRATEGY 2024 - 2028

Our Vision:

To be Australia's recognised first choice educational provider of foods, tourism, hospitality and events skills and knowledge.

Our Mission:

To deliver the highest quality specialist skills and education to inspire and empower a diverse community of learners.

Our Business Strategy:

Our Vision and Mission drive the business strategy of the Institute. As a specialist provider unique in Australia's post-secondary education landscape differentiation is central to William Angliss Institute's business strategy.

Differentiation Includes:

- being recognised for the quality of the student experience
- being recognised for the capability of our graduates
- actively applying innovation within our programs
- being recognised for facilitating lifelong learning
- further development of transnational educational delivery through an off-shore network
- a commitment to applied research

Differentiation will support:

- growing in a manageable and profitable manner
- practising sustainable development
- celebrating our expertise
- continuing to build successfully on our heritage, our industry, our people, our community and our alumni

William Angliss Institute acknowledges the traditional owners of the land on which our campus facilities are based and through our actions seek to share and build knowledge across our staff and students with respect to First Nations culture.

Focus Areas:

William Angliss Institute's Strategic Plan 2024- 2028 has five focus areas. They are:

1. Enhancing the Student Experience
2. Fostering Education Excellence
3. Optimising International Opportunities
4. Engaging with Industry, Community and Alumni
5. Being Sustainable

Institute Values

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise	Leadership, innovation and industry practice