



Position Description and Person Specification

TITLE OF POSITION:	Housekeeper / Kitchen Hand
LOCATION:	Tarooki Campsite – Robe
APPOINTED BY:	Uniting Church in Australia, Synod of South Australia
RESPONSIBLE TO:	Centre Manager, Tarooki Campsite
TYPE OF APPOINTMENT:	Casual
INDUSTRIAL INSTRUMENT:	Miscellaneous Award 2020
CLASSIFICATION:	Level 2

1. Summary of the broad purpose of the position in relation to the Church's goals

The role of the Housekeeper / Kitchen Hand is to assist in the provision of food service and housekeeping in accordance with Uniting Venues SA's policies and procedures and its philosophy of exceptional Christian hospitality.

2. Reporting and working relationships

The position is responsible to the Centre Manager, Tarooki Campsite and a supportive and effective relationship is essential.

An effective and collaborative working relationship with the Centre Manager, Tarooki Campsite and other staff members is vital also as well as seeking to work together as a supportive team to realise the vision and mission of the venue.

3. Statement of key outcomes and associated activities

All work performed in this position will be in accordance with relevant policies and procedures, in particular (but not limited to) Work Health Safety legislation.

Housekeeping

- Clean rooms, hallways, lounges, toilets, and other areas so that a high standard of cleanliness is maintained and that health standards are met
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines
- Dust and polish furniture and equipment - hang curtains and dust window blinds.
- Keep storage areas and carts well-stocked, clean, and tidy - replenish supplies such as bathroom items
- With assistance, wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary
- With assistance, move and arrange furniture and turn mattresses
- Observe precautions required to protect venue and guest property, and report damage, theft, and found articles

Food Service

- Assist in the preparation and service of appetising and nutritious meals in accordance with current hygiene standards; being sure to serve meals at the correct temperature and at the prescribed times.
- Assist with setting up, cleaning and tidying the dining room, supper room and coffee stations
- Clear, wash and pack away dishes and associated kitchen equipment
- Understand and maintain appropriate hygiene procedures for the storage, preparation and serving of meals
- On occasion, be prepared to assist in the provision of banquet style meals for weddings and other special occasions.

Hazard Analysis of Critical Control Points and Work Health Safety

- Maintain the kitchen, preparation areas and dining areas in a clean and hygienic condition for serving meals to the public.
- Assist in regular freezer and refrigerator checks for correct temperature.
- Ensure compliance with WHS policies and procedures related to food preparation and public eating areas.
- Attend staff training sessions in food preparation, presentation, safe handling and related WHS issues.
- Be familiar with food safety standards, WHS legislation and UVSA policies and procedures.
- Maintain knowledge of site emergency procedures.

Team Activities

- Maintain effective communication with the Centre Manager, Tarooki Campsite as well as staff.
- Participate in team meetings and organised training as required.

Other

- Assist the Centre Manager, Tarooki Campsite to move and set up equipment used by guests.
- Other duties as directed by the Centre Manager, Tarooki Campsite within the scope and responsibility of this position.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- Qualifications and / or knowledge in at least one of the following:
 - housekeeping or similar role
 - kitchen hand or similar role.

Desirable

- Tertiary qualifications in cleaning operations, hospitality or equivalent
- Tertiary qualifications in commercial cookery, food service, hospitality or equivalent
- Working knowledge of the camps and conference centre industry
- First Aid qualifications (or a willingness to obtain this).

Personal abilities, aptitudes, skills

Essential

- Demonstrated commitment to excellence in maintenance and customer service.
- The ability to work unsupervised in an autonomous, self-motivated manner.
- Able to work productively and positively in a team environment.
- Well-developed verbal communication skills.
- Responsible and reliable.
- Ability and willingness to be flexible and solution focused.
- Commitment to the Uniting Church ethos and to Uniting Venues SA's mission statement.

Desirable

- An active member of a Uniting Church congregation or another mainstream Christian denomination.
- A heart for Christian camping and a love for people.

Experience

Essential

- Demonstrated experience in at least one of the following and the willingness to be trained in areas where no previous experience can be demonstrated:
 - similar housekeeping role in either the hospitality or related industry
 - similar food service role in either the hospitality or related industry.

Conditions

- The successful applicant will be required to submit to the appropriate Department of Human Services screening and authority checks prior to commencement of employment. Current satisfactory clearances are required at all times during employment. This will include, but may not be limited to, the General Employment Probity and Working with Children checks.
- Terms and conditions of employment are set by the Uniting Church SA Human Resource and Remuneration Committee.