



ORMOND COLLEGE

THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION: KITCHEN STEWARD

POSTION TITLE:	Kitchen Steward
EMPLOYMENT SCHEDULE:	Full Time
REPORTING TO:	Head Chef, Chief Steward
LOCATION:	Ormond College, Parkville

POSITION OVERVIEW:

The role of the Kitchen Steward is to assist the Food Services department in providing exceptional cleaning and customer service to College residents. This role is vital to the success of bringing all catering in house at Ormond College.

The Kitchen Steward will ensure the kitchen is clean, well maintained and organised at all times. The Kitchen Steward will also provide support to both BOH & FOH when required.

KEY RESPONSIBILITIES:

Similar to a hotel, the focus of the Food Services department is to provide a top quality dining experience within a comfortable and welcoming environment for all residents, staff and visitors. The Food Services team endeavours to provide exceptional customer service to residents that will greatly enhance the living experience of the College residents.

Reporting directly to the Head Chef and Chief Steward, the Kitchen Steward is responsible for:

- Maintaining cleanliness of work areas and reporting of any hazards, faulty or damaged equipment.
- Ensure all equipment is clean and in good working order.
- Ensure all pots, pans, utensils, dinnerware, crockery, cutlery, glassware, etc. are always clean.
- Ensure that floors are swept and mopped. Keep floors clean and dry, spills are picked up immediately using wet floor signs, dry rags, and dry mops.

- Assist Chief Steward with chemical ordering and inventory.
- Kitchen items inventory - this includes making a correct count of all kitchen items such as silverware, dishware, glassware, utensils, pots, pans, crockery, dinnerware, etc.
- Check that all foodstuffs are correctly stored.
- Clean walls, tables, racks, sinks, floor mats and disposal area.
- Clean and polish stainless steel.
- Clean ovens, hoods, filters, drains, hot boxes, steam tables, flat boxes and ceiling vents, according to schedule.
- Be comfortable delegating jobs to students and training them also.
- Maintain organisation and ensure proper storage and cleaning of all rolling stock and racks, silver, pre-soaking and operation of dish machine.
- Ensure all rubbish is emptied during and at end of shift
- Record all breakages.
- Check and sign for any deliveries.
- To be an active member of the Food Services department who will endeavour to engage and build positive relationships with College residents.
- Assist where needed with the kitchen operations, which may include serving & goods receivable.
- Willingness to be available for additional or varying duties, as directed by the Chief Steward, Head Chef and the Director of Operations.

Key Criteria for Appointment

- Flexible working availability to 7 day rotating roster.
- Demonstrated ability to work in a safe, hygienic and professional manner.
- Be very efficient and organised.
- Excellent interpersonal and communication skills, and attention to detail.
- Display a high degree of responsibility and initiative.
- Ability to work under pressure and to prioritise competing demands.
- Enthusiasm, energy, initiative to full fill all assigned tasks
- Full Australia working privileges.
- Must have a Working with Children and Police Check or the ability to get one.

OHS (Workplace health and Safety) Expectations

- Demonstrate Awareness of OHS policies and procedures and ensure all procedures are followed.
- Work in conjunction and cooperate with management in the implementation of OHS related initiatives
- Avoid the promotion of or participation in any acts that may result in injury to themselves or colleagues.

- Actively report workplace hazards, injuries and accidents arising from workplace activities, providing recommendations for corrective actions to prevent or minimize the chance of recurrence.
- Where Personal Protective Equipment (PPE) is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed or as required in OHS procedures.
- Use, taking reasonable care, safety, emergency equipment, plant materials tools and substances provided in the workplace as directed or as required in OHS procedures.

Applicants are invited to submit a covering letter and a resume addressing the key selection criteria listed in the position description which may be downloaded from the Ormond College website: www.ormond.unimelb.edu.au.

Applications must be submitted **by email** to Sally Robinson, Director of Operations at **srobinson@ormond.unimelb.edu.au**

Applications close at 5.00 pm on Sunday 17 September 2017.