



## Northern Peninsula Area Regional Council

### **Employment opportunity**

### **HACC Kitchen Hand/Cook**

### **Full Time**

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#### **Employment opportunity**

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced Kitchen Hand/Cook to join the Age Care and Home Services Section within our Community and Regulatory Services Department.

This position will follow a set nutrition menu as directed by the Service Coordinator/Manager in providing a healthy and nutritional meals for HACC Clients.

#### **In this role you will have the opportunity to:**

##### ***Daily***

- Prepare and Cook nutritional Dinners for consumers
- Ensure hot and cold food is kept as per correct food temperature requirements
- Serve and pack food in a clean, safe, and hygienic state
- Wash up and wipe all dishes
- Clean and disinfect sink, tabletops, and benches
- Clean stove and oven
- Keep microwave clean
- Keep floor area clear and clean (sweep & mop daily)
- Empty bin and food scraps into the wheelie bin outside.
- Take kitchen linen for wash at the end of the day.

##### ***Weekly***

- Clean fridge
- Clean pantry
- Check grocery items
- Every Monday compile list of grocery items required locally
- Every Monday compile fruit and vegetable order

### ***Monthly***

- Clean pantry cupboards and spray for insects
- Clean all kitchen cupboards and spray for insects
- Complete dry goods list – to be given to the Service Coordinator
- Complete meat order – to be given to the Service Coordinator
- Replace kitchen curtains with clean ones

### ***Quarterly***

- Assist Service Coordinator to plan/develop a new menu for the next three months
- Check freezer goods and remove all out-of-date items
- Check pantry groceries and remove all out-of-date items
- Clean ceiling fan blades
- Clean exhaust fan parts
- Clean windowsills and windows in kitchen
- Clean kitchen walls
- Check all kitchen ware – throw out broken items and advise Service Coordinator of replacement items required.

### ***6 Monthly***

- Defrost fridges and freezer

## **In return for your valued contribution, you will be rewarded with:**

- Full Time
- \$51,536.96 per annum, plus 10% superannuation
- 38 hours per week position
- 5 Weeks Annual Leave
- 10-12 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

## **The successful applicant will have:**

### ***Selection Criteria***

- Ability to cook, as well as knowledge of the kitchen
- Understanding of local indigenous knowledge
- Attention to Detail
- Ability to work as part of a team
- Basic Budgeting Skills
- Cleanliness
- Excellent communication skills

## **Are you ready to catapult your career?**

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au) also [hrmanager@nparc.qld.gov.au](mailto:hrmanager@nparc.qld.gov.au)

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486614/07 40486 613 for more information.

## **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

*This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).*

**AUSTRALIAN FIRST NATIONS APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY**

**Applications Close: Wednesday 24<sup>th</sup> of January 2024**