



# JOB DESCRIPTION

**Position:** Kitchen Hand/Utility AM

**Site:**

**Brief:** To ensure site Kitchen and Dining Room are cleaned to the standards required by Action Industrial Catering Pty Ltd.  
Ensure Detail Cleaning is completed as per Manager / Head Chef direction, to maintain cleanliness and presentation of the Kitchen, as per the Daytime Cleaning Schedule.  
To ensure prompt and friendly service in the Dining Room to all Residents and Visitors to Camp .  
Other duties as directed by Site requirements.

**Reporting to:** Head Chef – Kitchen duties / Village Manager – General duties

**Scope of Duties:** Maintain cleanliness of the Kitchen and Dining Room during the day.

**Daily Schedule:**

0800-1100	Sweep and mop cool rooms, fridges, store rooms in the rear area of the Kitchen, Sweep, mop and buff dining room floor.
1100	Vegetable prep as required
1200-1300	Lunch Service Assist Dining room attendant with service, ensuring the dining room remains stocked during service.
1330-1400	<b>BREAK</b>
1400-1615	Cleaning of kitchen as per schedule.
1630 – 1700	<b>BREAK</b>
1700 – 1930	Dinner Service. Keep hatch clear of dishes. Wash, polish, store crockery, cutlery and glassware. Wash pots. Top up breads, sauces, salads, cheeses etc as required Keep tables clean and tidy
1930 – 2000	Remove food from dining area, ensuring correct storage. Cleaning dish wash area. Sweep and mop floor. Complete cleaning roster

Any maintenance requirements to be written in the maintenance book. Hazards and positives to be filled out and given to the manager.

All rubbish bins are to be emptied as often as necessary, before they become to full and heavy.

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I \_\_\_\_\_ have read and understand the requirements of the Kitchen hand  
AM Utility position.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Manager Signature \_\_\_\_\_ Dated: \_\_\_\_\_

SAMPLE