



# JOB DESCRIPTION

**Position:** Kitchen Utility PM

**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 Kitchen Cleaning Schedule.
- To ensure prompt and friendly service in the Dining Room to all Residents and Visitors to site. Other duties as directed by Site requirements.

**Reporting to:** Head Chef / Village Manager

**Scope of Duties:** Maintain cleanliness of the Kitchen and Dining Room during the shift. Ensuring correct PPE is worn at all times.

**Daily Schedule:**

- 2000-2030 Empty & clean grease traps
- 2030 – 2300
  - Empty & clean all drink dispensers, refilling after completion
  - Clean Salad well
  - Clean the sweets & fruit Bain Marie
  - Sweep & Mop dining room floors ensuring correct chemicals are used (Clean & Buff)
  - Refill Ice Cream freezer, clean glass lid slides & top up condiments
- 2300 BREAK**
- 2400 – 0400
  - Kitchen cleaning as per schedule.
  - Wipe out drains in exhaust canopy
- 0400 – 0800
  - Wash of pots & pans & maintain hygiene standards around the pot sink
  - Assist chefs where possible
  - Keep storage areas clean and tidy, ensuring stock rotation is carried out and items are stored off the floor
  - All work areas must be left in a clean and neat manner when completing shift.

***Continual kitchen Duties***

Kitchen – sweep and mop floor – using wet floor signs  
 Wash of pots & pans & maintain hygiene standards around the pot sink  
 Empty bins and replace liners – *making sure bins do not get over full and are of a manageable weight for emptying*

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

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

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

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

SAMPLE