

Culinary Arts

Position Description

Position Title	Kitchen Steward
Department	Culinary Arts
Reports to	Sous Chef
Direct Reports	N/A
Classification Level	Single Enterprise Agreement 2015 - Level 1, F&B Local Government Industry Award - Level 2
Created Date	April 2022

HOTA

HOTA, Home of the Arts is a growing and ambitious arts precinct on the sun-filled Gold Coast with over 680,000 visitors every year.

Our work is carried out in line with our **HOTA Values** of Art, Citizenship, Curiosity, Integrity and Generosity.

At HOTA:

- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.
- We are passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- We are dynamic caring and curious with a commitment to excellence, experience and innovation.
- We display strong interpersonal and communication skills to engage and build communities.

About The Job

As the Kitchen Steward you will take pride in providing the highest quality customer service to the patrons of HOTA. Working closely with the Sous Chef and Chef de Partie, you will be responsible for ensuring the day-to-day requirements in keeping the kitchen clean, tidy and up with our food safety standards and Queensland health standards of hygiene and cleanliness.

HOTA Responsibilities

Our work is carried out in line with our **HOTA Values** of Art, Citizenship, Curiosity, Integrity and Generosity

Every role at HOTA is individually accountable for meeting our health and safety obligations which are set out in the WHS Roles and Responsibilities Procedure.

Our Priorities at work

- Strong interpersonal and communication skills to engage and build communities.
- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.

- Passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- Dynamic caring and curious with a commitment to excellence, experience and innovation.

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training

Role Responsibilities

Key Responsibilities

- Conducting the day-to-day operations of the kitchen cleaning schedule and health and safety standards.
- Checking off and putting away of stock.
- Some food preparation under Chef de Partie supervision.
- Ensure a safe work environment.
- Ensure all requirements in relation to hygiene and cleanliness are adhered to.
- Any other duties as assigned by the sous chef.

Work Health & Safety

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
 - Adhering to WH&S obligations and adopt sound work practices.
 - Following all safe working procedures and practices designed for the work.
 - Eliminating, reporting, or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
 - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained.
 - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Selection Criteria

- Demonstrate practical experience in a similar position for a minimum of 1 year.
- Effective verbal and written communication skills.
- Knowledge and understanding of relevant Queensland acts and regulations and work health and safety.
- Time management skills.
- Ability to understand and listen to any customer relations.
- Team player qualities.
- Positive and approachable manner.

Qualifications and Experience

Essential:

- Previous experience as a Kitchen Steward or comparable role.
- Good understanding of food safety standards and legislation.
- Experience working safely with kitchen equipment.
- Experience working safely with dangerous equipment such as knives.
- Awareness of safe manual handling techniques.
- Current National Criminal History Check or willingness to obtain one.
- Up-to date COVID-19 vaccination status and ability provide evidence.

Desirable:

- Current First Aid and CPR.
- Sound HACCP knowledge.

Physical Requirements

The kitchen steward must be able to:

- Stand for long periods of time.
- Lift, push or pull using appropriate safe manual handling techniques and/or equipment.
- Use hands to handle, control, or feel objects, tools, or controls.
- Repeat the same movements.
- Walk for long periods of time.
- Bend or twist their body.