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| Position Title: | Kitchen Assistant |
| Position Type: | Permanent part time, .6 EFT or casual |
| Location: | Doxa Malmsbury Youth Camp Office, Glenlyon |
| Reporting Relationship: | Kitchen hand |
| Remuneration: | $48,000 to $50,000 pro rata for the role plus superannuation and PBI benefits |
| Reviewed: | April, 2023 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to extend opportunities for children and young people from disadvantaged backgrounds. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

This position assists the Catering Coordinator to prepare delicious meals and snacks for the guests at our Malmsbury Camp.

**Duties**

* Assisting with preparation of meal ingredients including cleaning, peeling and chopping of vegetables and fruit and cutting up meat and poultry.
* Serving food at meal times.
* Cleaning and sanitising all food preparation areas.
* Washing and appropriately storing dishes, pots and pans and other cooking utensils.
* Sweeping and mopping the kitchen and dining room floors.
* Unpacking of kitchen deliveries.
* Organising and correctly storing food supplies.
* Complying with safe food handling practices.
* Participating in supervision and professional development.
* Attending relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

Essential:

* A proven track record in assisting in kitchens.
* An understanding of the food safety requirements in Victoria.
* Demonstrated ability to work effectively as part of a team.
* Good organisational skills with the capacity to multitask and prioritise.
* An ability to relate well to a broad range of people including children, teachers and camp staff.

Special Requirements:

* Victorian Working with Children Check
* Must undergo a National Criminal History Check prior to employment.
* Current Drivers Licence

Desirable:

* Food Handler certificate.

**Contact Person:**

For further information about the position, please contact Julie Harrison on 0419 583 457.