

Catering Assistant



Position description

Responsible to:	Team Leader, Catering
Division:	Social Enterprises
Status:	Part-time (25 hours per week)
Scheduled working days and hours:	8am to 1pm, 5 days a week.

Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering**
- **Social Inclusion including Access Creative Studios**
- **Corporate Services.**

Board of Directors

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

Values

- **Quality Service and Best Practice**
We work with passion and commitment to continuously improve our performance.
- **Diversity**
We value and support diversity, believing that every person has a right to be involved in their community
- **Accountability**
We empower individuals to take responsibility for their actions
- **Innovation**
We embrace a dynamic, creative and flexible environment
- **Collaboration**

We seek value through internal and external partnerships

Division Information

PepperGreen Farm Catering is a social enterprise of Access Australia Group and is dedicated to providing people living with disability in the Bendigo area employment opportunities and skill development by providing customers with healthy, fresh, homemade foods and excellent service at competitive prices.

PepperGreen Farm Catering Bendigo is:

- a food-service business that provides an extensive range of menu options with an emphasis on fresh, quality food from the Bendigo area, including our own farm.
- A provider of on-the-job training and employment for people with disability
- A training provider delivering nationally recognised vocational training in hospitality.

Responsibilities and duties: Catering Assistant

Major Function and Purpose

- Take a lead on preparing catering orders, such as gourmet sandwiches.
- Produce catering orders; including supporting staff, promoting of teamwork, maintaining quality standards of production and presentation, and adherence to delivery timelines
- Other duties as directed by Team Leader, Catering and on duty chefs

Administration and compliance

- Complete administrative duties associated with catering and ensure compliance standards are always maintained.
- Work with the Team Leader, Catering to achieve set targets and KPIs
- Perform the duties of delivery driver as required.

People

- Model appropriate values and behaviours in respect to service delivery and relationships with all AAG employees
- Empower and positively influence employees

Best practice

- Work as an effective member of a team.
- Become familiar with and abide by all Access Australia Group policies and procedures including compliance with Access Australia Group quality assurance policies, systems, procedures and work instructions.
- Ensure that Occupational Health & Safety guidelines are observed, implemented and improved.
- Comply with all relevant legislation and/or by-laws that relate to our activities.

Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Occupational Health and Safety (OHS) by:

- Adhering to AAG's policies and procedures in relation to OHS.

- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with a copy of current photo ID.

Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to “have a say”, especially on issues that are important to them or about decisions that affect their lives.

As an element of these standards is safety screening, all staff of AAG are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

Police Check

All AAG staff are required to undertake a police check prior to commencing employment. If an employee can produce evidence of a police check that is not more than 3 months old, they will not be required to undertake another check.

Probationary Period

The probationary period for staff employed by AAG is 6 months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and / or the organisation.

Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

Inclusion

Access Australia Group strongly encourages Aboriginal, Culturally Diverse community members and people with disability to apply for this position.

Signatures

Name:

Signature:

Date: / /

Chief Executive Officer

Date: / /

Key selection criteria

Essential

- Have previous experience working in a café, commercial kitchen (making sandwiches) or catering service.
- Be reliable, honest and hardworking
- Hold current Food Safety / Food Handling certificates
- Have a current driver licence and can drive a manual vehicle to facilitate deliveries
- Can work in a fast pace environment, multi-task and prioritise as required.
- Have strong interpersonal communication skills and a willingness to role model and provide training opportunities for people with disability

Desirable

- Experience in the Disability Support sector

Successful applicants will be subject to a Police Check, Working with Children's Check, a Disability Workers Exclusion List check and an Employment History Check.

Applicants must address the key selection criteria in their application

Salary and conditions of employment

AAG developed an Enterprise Agreement, which took effect in 2016 and governs employment and related conditions.

Pay Range: Class 1 Band 10 \$24.19 per hour pro-rata, plus superannuation, commensurate with skills, experience and qualification. Attractive salary packaging benefits may be available. *(All applicants are encouraged to obtain their own independent financial advice).*

Application submission

Address applications to: Access Australia Group PO Box 276 Bendigo VIC 3552	Or deliver in person to: 33 Mundy Street Bendigo VIC 3550 Or via email to: info@peppergreenfarmcatering.org.au
--	---

Applicants may visit the AAG web site at: www.accessaustralia.com.au

Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities.