

Position Description

Division:	Education
Branch:	School Improvement
Business Unit:	Birrigai Outdoor School
Position Title:	Casual Kitchen Hand
Classification:	General Services Officer 3 (GSO3)
Position Number/s:	C13650, several
Reports to:	Business Manager
Position Status:	Casual
Position Hours:	As required
Identified position:	No
Fire Designated Position:	No
Effective:	November 2023

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours – [Values and Signature Behaviour – ACTPS Employment Portal](#)

Directorate Overview

The [ACT Education Directorate](#) (the Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

Branch Overview

The School Improvement Branch works closely with schools, supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

School Overview

Birrigai was established in 1979 as a jointly sponsored project between the then Department of Territories and the ACT Schools Authority. Birrigai is an ACT Government facility and is currently managed by the onsite Principal.

Birrigai is located 2 kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. Birrigai offers a range of cultural and environmental education programs to students from across the ACT, surrounding region, and interstate, ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 180 people with full catering options as well as facilities for self-catering for small groups.

Note: All Birrigai employees are required to provide their own transport to and from the worksite. A travel allowance per day is payable for this position.

About the Positions

Seeking highly motivated and experienced kitchen hands to assist the Chef and Catering Team Leader in the operations of the commercial kitchen at Birrigai Outdoor School. This includes cleaning duties, some food preparation and service, and maintaining general kitchen functionality.

Days of work and rostered working hours will vary depending on Birrigai's operational requirements which may include working evenings and weekends. In general, most hours will be worked between 6.00am and 8.00pm, Monday to Friday. There will also be periods of time such as during school holidays where there may be no shifts available.

Diversity Statement

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Primary Duties and Responsibilities

The primary responsibilities for this position are to:

- Under supervision of the Chef and/or Catering Team Leader, assist with the safe and efficient preparation and delivery of food services, including the use of commercial ovens, slicers and dishwashers.
- Under supervision receive and store goods in accordance with appropriate food safety protocols.
- Maintain a professional working relationship with staff and clients at Birrigai.
- Maintain any required records in accordance with the Territory Records Act 2002.
- Other duties as directed by the Principal or Business Manager, including basic cleaning tasks.

Selection Criteria

1. Demonstrated experience with performing a wide range of kitchen and food preparation tasks to a high standard and in a safe manner.
2. Demonstrated ability to work under pressure and with minimal supervision, either individually or in a team, prioritise work to meet deadlines, and maintain appropriate records and meet basic reporting requirements as necessary.
3. Demonstrated high level oral communication and interpersonal skills and ability to interact positively and professionally with a range of different people including management, staff, school-based groups, and other associated stakeholders.
4. Demonstrated understanding of and commitment to the principles of Workplace Diversity, Participative Work Practices and Workplace Health and Safety.

Eligibility Requirements

Mandatory

- Eligible working rights in Australia
- Drivers Licence (C-class) is mandatory
- Current Working with Vulnerable People Registration

Highly Desirable

Senior First Aid certificate

Note: This must be obtained within three months from commencement

Work Safety Requirements

The following work safety capacity requirements apply to this role:

- High level manual dexterity
- Ability to perform tasks involving manual handling including packing of stores, receiving orders and basic cleaning and kitchen upkeep.
- Ability to lift up to 10kg