

Position Title	Kitchen Hand
Status	Casual
Employment Agreement	SCEC Pty Ltd Certified Agreement 2022
Classification Level	1
Department	Event Operations
Version	V2
Effective Date	August 2024

THE EVENTS CENTRE

Operated by the Sunshine Coast Events Centre Pty Ltd, The Events Centre is the leading performing arts centre on the Sunshine Coast and hosts a range of entertainment and cultural events, meetings and conferences, delivering great experiences for the local community and visitors.

VALUES AND BEHAVIOURS

The Events Centre aspires to be a values-driven organisation. In a values-driven culture, we find alignment between personal values and the organisation's values, creating a unified and motivated team. Our values represent what we, as a collective, care about. Using them to guide our behaviours is critical to ensuring that we are working together and aligned to our purpose.



INTEGRITY

- Holding ourselves and each other accountable to be honest and fair.
- Communicating in an authentic and transparent manner.
- Behaving in accordance with our stated values, the code of conduct and the standards expressed in our policies and procedures.
- Acting without consideration of personal gain, making decisions in the best interests of the organisation and with consideration of the needs of others.
- Addressing behaviour which falls short of our standards and supporting others to do the same.



EXCELLENCE

- We are professional in all aspects of our work.
- Celebrating the people and teams that show perseverance, commitment, appropriate risk-taking and achieve great results (no matter how small or large).
- Driving improvement from a foundation of continued learning and proficiency of skills.
- Accepting responsibility for mistakes and learning from them.
- Reducing the burden on our teammates by honouring our commitments, and by doing our work professionally and on time.



COLLABORATION

- Generously pitching in to support each other and the organisation, participating in organisational activities.
- Actively listening to and taking an interest in the views, expertise and feelings of others.
- Encouraging active challenge of assumptions, exploring competing views through reasoned and robust debate.
- Advocating for diversity and inclusion as a strength in building effective teams.
- Actively building trust and partnerships with and between individuals, teams and stakeholders.



INNOVATION

- Being open to change and flexible in approach.
- Demonstrating an experimental mindset, taking appropriate risks and exploring new ways of doing things.
- Showing energy and drive to pursue new opportunities and challenge the status quo.
- Thinking creatively and sharing ideas for improvement.
- Rewarding innovation and initiative.



POSITIVITY

- Communicating with each other in a positive, friendly, constructive and professional manner.
- Acting for the betterment of the whole organisation by supporting the vision, not division.
- Creating an enabling work environment in which everybody may speak openly, honestly and without fear of retribution.
- Welcoming new ideas and new people.
- Demonstrating a "can do" attitude.
- Encouraging healthy work practices that support good mental health.

ABOUT THE ROLE

The Event Operations Department is The Events Centre's front line for customer service and service delivery to the events held at the centre. The role of the Kitchen Hand is to work under supervision within all areas the kitchen operations in The Events Centre delivering excellent presentation and a high level of service to our patrons and clients.

KEY RESPONSIBILITIES

- Maintain cleanliness and organisation of work areas.
- Operate a commercial dishwasher to the required standard.
- Store crockery, cutlery and kitchen equipment and utensils in the correct areas of the kitchen.
- Follow food safety and hygiene regulations to ensure a safe kitchen environment.
- Support kitchen operations, including plating, and cleaning duties.

REPORTING

Department Manager: Event Operations Manager
Direct report: Head Chef
Supervision: N/A

SELECTION CRITERIA

- Basic understanding of food safety.
- Strong interest in a culinary career and willingness to learn.
- Ability to work efficiently in a fast-paced environment.
- Good communication skills and the ability to follow instructions.
- Flexibility to work evenings, weekends, and holidays.
- This position requires a valid National Police Certificate

ACKNOWLEDGEMENT

Position: Kitchen Hand

I,, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

..... Date:/...../.....

Signature of Employee