



City of
Kalgoorlie
Boulder

Position Description

Position Title: Kitchen Hand Casual

Position Details

Position Number	2456
Position Classification	Level 2/1 – Level 2/7
Status	Casual
Directorate	Advocacy and Strategy
Business Unit	Various City Facilities, including Eastern Goldfields Community Centre and Kalgoorlie Golf Course
Work Location	Kalgoorlie Golf Course
Reports To	Designated Supervisor or Manager
Supervisory Responsibility	No direct/Indirect supervisory responsibilities

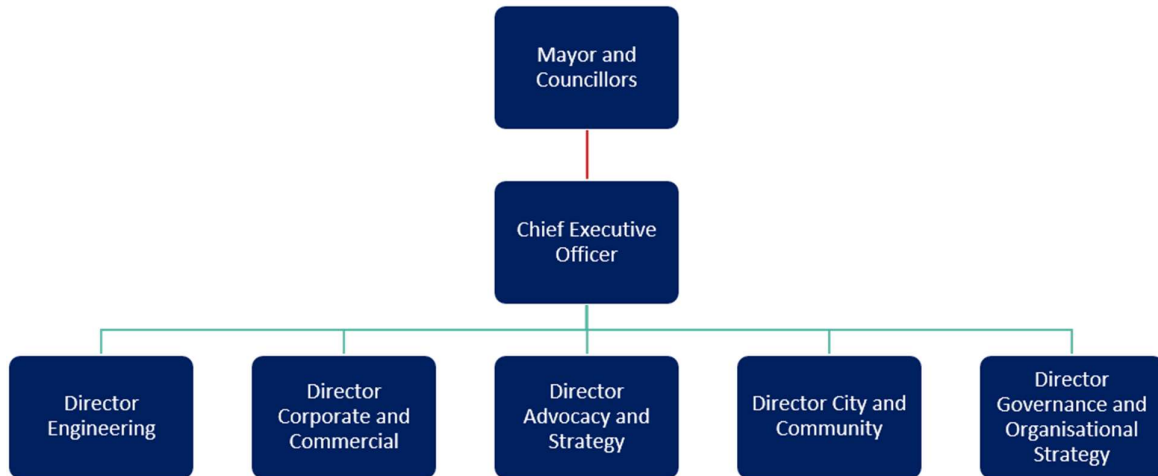
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Objectives

This position is responsible for maintaining a clean, safe and hygienic kitchen environment and providing support to kitchen operations through food preparation, cleaning, stock management and customer service activities. The Kitchen Hand contributes to the efficient delivery of food services across City-operated hospitality and community facilities.

Key Responsibilities & Duties

Key accountabilities

- Maintain cleanliness and hygiene of kitchen, food preparation and storage areas.
- Wash and sanitise dishes, cutlery, crockery, pots, pans, utensils and kitchen equipment.
- Clean kitchen surfaces, benches, floors, cool rooms, fridges and storage areas.
- Empty, clean and maintain waste and recycling areas.
- Assist with food preparation, including salads, garnishes and basic food preparation tasks.
- Assist with cooking activities under the direction of kitchen staff when required.
- Assist with stock rotation, stock storage and inventory records.
- Assist with receiving and storing food deliveries.
- Support catering and function operations when required.
- Complete food safety and temperature monitoring records as directed.
- Provide courteous and professional customer service.
- Work cooperatively with staff across multiple City facilities as required.

Key Performance Indicators

- Maintain kitchen cleanliness and hygiene standards.
- Comply with all food safety and health requirements.
- Complete required food safety and temperature records accurately.
- Contribute to efficient kitchen operations and service delivery.
- Demonstrate positive customer service behaviours.
- Perform duties in accordance with City policies and procedures.

Judgement & Decision Making

- Respond promptly to instructions and seek clarification when required.
- Organise and prioritise daily workload within established procedures.
- Apply sound judgement to routine workplace issues.

- Work collaboratively with supervisors and team members.
- Follow relevant legislation, food safety requirements and City procedures.
- Contribute to consistent service standards across all facilities.

Skills & Knowledge

Essential

- Knowledge of food safety, hygiene and workplace health and safety requirements.
- Experience working in food service, hospitality or kitchen environments.
- Ability to maintain high standards of cleanliness and presentation.
- Good communication and customer service skills.
- Ability to work effectively within a team environment.
- Ability to work across multiple locations and varying shifts.
- Current satisfactory National Police Clearance.
- Current WA "C" Class Driver's Licence.

Desirable

- Food handling experience.
- First Aid Certificate.
- Experience supporting catering or function operations.

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

