



City of
Kalgoorlie
Boulder

Position Description

Position Title: Kitchen Hand - EGCC

Position Details

Position Number	4003
Position Classification	Level 2/1 – 2/7
Status	Permanent Part Time
Directorate	Advocacy & Strategy
Business Unit	Community Services
Work Location	Eastern Goldfields Community Centre, with opportunities to work across other City-operated facilities, including the Kalgoorlie Golf Course.
Reports To	Chef or the delegated supervisor
Supervisory Responsibility	No direct/Indirect supervisory responsibilities

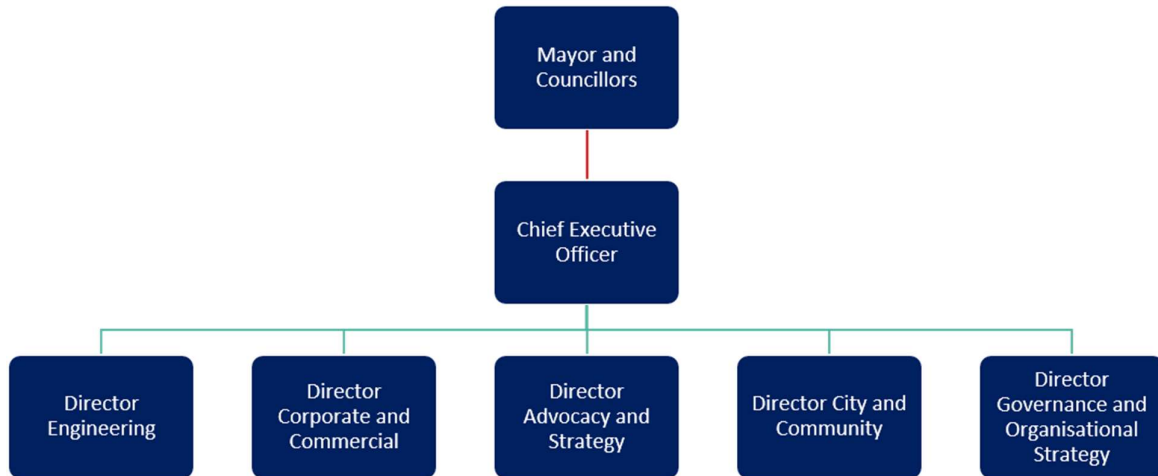
Organisational Overview

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 forms part of the City's food services workforce and may be deployed across City facilities to support service delivery requirements.

The position supports the effective operation of the Eastern Goldfields Community Centre kitchen through food preparation assistance, meal service, cleaning, food-safety activities and stock support. The role contributes to the reliable delivery of the In Centre Meals program and other EGCC food services while maintaining a clean, safe and organised kitchen environment.

Key Responsibilities & Duties

Key accountabilities

- Assist with preparation, portioning, plating and service activities supporting the In Centre Meals program and other EGCC food services.
- Assist with preparing ingredients, salads, garnishes, desserts, cold food items and other routine meal components as directed.
- Undertake basic cooking activities within demonstrated competence and under the direction of a Cook.
- Operate and clean commercial dishwashing equipment and wash utensils, crockery, cutlery, pots and kitchen equipment.
- Maintain kitchen, food preparation, storage and service areas in a clean, safe and organised condition.
- Complete routine and scheduled cleaning of floors, surfaces, appliances, cool rooms, freezers, dry stores and waste areas as allocated.
- Dispose of waste and recycling correctly and support the safe maintenance of waste areas.
- Complete cleaning schedules and promptly report cleaning, equipment or maintenance issues.
- Follow food-safety, personal hygiene, allergen-management and safe food-handling procedures.
- Correctly label, date, store and rotate food and supplies in accordance with established procedures.
- Complete allocated food-safety checks and records, including temperature records, as directed.
- Promptly report unsafe food, equipment, contamination risks or non-compliance to the Chef or delegated supervisor
- Assist with receiving and checking supplies, stock rotation, storage and stocktake activities.
- Monitor routine stock requirements while undertaking allocated duties and report shortages, damaged goods or storage issues.
- Work collaboratively with Chef, Cook, other Kitchen Hands and relevant EGCC staff to support reliable meal services.
- Work across City-operated facilities as required to support service delivery, workforce utilisation, leave coverage, special events, functions and changing operational requirements.

Key Performance Indicators

- Allocated food preparation, portioning, plating and meal-service tasks are completed accurately and on time.
- Food-safety, hygiene, allergen, temperature-recording and safe food-handling procedures are followed.
- Kitchen, dishwashing, storage and waste areas are maintained to the required cleanliness and safety standard.
- Cleaning schedules and allocated food-safety records are completed accurately.
- Stock is stored and rotated correctly, with shortages, damage and other issues reported promptly.
- Reliable, punctual and cooperative support is provided to the kitchen team.
- Operational flexibility is demonstrated when supporting service delivery at alternate City facilities.

Judgement & Decision Making

- Respond promptly to instructions and seek clarification where required.
- Organise and prioritise allocated tasks to support food preparation, meal service and cleaning requirements.
- Apply practical judgement to routine tasks within established procedures and demonstrated competence.
- Identify and promptly report food-safety, equipment, stock, cleaning or service issues.
- Refer non-routine matters, customer concerns and tasks outside the role's competence or authority to the Chef or Coordinator Community Services.
- Work collaboratively and adjust allocated tasks to meet changing service requirements.

Skills & Knowledge

- Basic knowledge of safe food handling, personal hygiene and kitchen cleaning requirements.
- Ability to follow food-safety procedures, including labelling, storage, stock rotation and temperature recording.
- Basic food preparation skills, including portioning, plating and preparing routine meal components.
- Ability to safely use and clean kitchen equipment, utensils and commercial dishwashing equipment.
- Sound time management skills and ability to complete allocated tasks during meal service periods.
- Ability to follow instructions, seek clarification when needed and report issues promptly.
- Ability to work cooperatively with kitchen staff and other team members.
- Awareness of workplace health and safety requirements in a commercial kitchen environment.

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 all stakeholders are dealt with in a timely, courteous and professional manner.
- Take responsibility for and actively undertake risk management activities in accordance with the City's risk management requirements.
- Promote a positive and collaborative culture through open, fair and transparent decision-making and ethical, professional behaviour.
- Take reasonable care to ensure personal health and safety and the health and safety of others.
- Complete required records in accordance with the City's recordkeeping requirements and maintain confidentiality.

