



Formed in 2016 Masonic Care Tasmania Inc. (MCT) is a statewide provider of aged care and health care services throughout Tasmania, operating from three main sites, two in Launceston and one in Hobart, along with a number of other sites in both Launceston and Hobart.

MCT provides an integrated range of residential aged care, independent living and home care services, with a strong desire to develop and grow allied health and medical services.

MCT was created through a merging of Fred French Masonic Nursing Home Inc and Masonic Peace Memorial Haven of Northern Tasmania Inc (together previously known as Masonic Homes of Northern Tasmania) and Freemasons' Homes of Southern Tasmania Inc.

The MCT Vision, Purpose, Values, Philosophy and Core Business Statements create an organisational platform for individual, team and organisational attitudes, behaviours and work practices; the culture of MCT.

MCT Vision	A world where people are supported to live as they choose
MCT Purpose	Enriching lives and communities
MCT Values	<p>Choice Honouring the decisions of individuals with integrity</p> <p>Compassion Expressing sensitivity and empathy in what we do and how we do it</p> <p>Respect Upholding the rights, beliefs and choices of individuals without judgement</p> <p>Innovation Having the courage to explore better ways of doing and being</p>
MCT Philosophy	Live Life with Us
MCT Core Business	Developing and delivering individualised aged care and health care services for people who are ageing & have emerging or actual chronic health or complex health challenges and require high care – sub-acute services.

	Kitchen Hand	
	Role Purpose	To assist in basic food preparation and to ensure the kitchen and equipment is maintained in a safe, hygienic and tidy manner at all times.
	Location	This position is based in Hobart Tasmania.
	Reporting and Authorisation	You will report directly to the Catering Team Leader, however this may be subject to change.
	Qualifications and Skills	<ul style="list-style-type: none"> • Knowledge of, and experience in, a commercial kitchen environment • Knowledge of, and experience in, a food hygiene-controlled environment • Knowledge of cleaning chemicals • Understanding of relevant food preparation legislation and regulations • Ability to organise own workload and to use self-motivation • Basic knowledge of problem solving techniques • Effective communication and interpersonal skills <p>Essential:</p> <ul style="list-style-type: none"> • Satisfactory Police Check • Satisfactory Health Assessment <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in an Aged Care advantageous • Possess basic computer literacy skills
	Primary Tasks:	<ul style="list-style-type: none"> • Ensure regular cleaning of kitchen food preparation areas and equipment to maintain required kitchen standards • Ensure regular cleaning of cool rooms and storage areas as per the relevant cleaning schedule • Pack and store kitchen supplies, ensuring rotation of stock and safe food handling practices are observed • Assist with the development and management of a Maintenance Cleaning Schedule for daily, weekly, and monthly cleaning requirements of the kitchen and associated areas • Provide basic and general support to the Chefs, Catering Team Leader, and kitchen staff as required to ensure the smooth operation of the kitchen • Assist with basic food preparation when requested • Manage and undertake basic equipment maintenance tasks • Encourage a peaceful and harmonious atmosphere in the workplace
	Work Health and Safety	<ul style="list-style-type: none"> • Responsible for own safety and the safety of others • Promote safety and safety policies at all times • Comply with all Workplace Health and Safety Policies and Procedures • Contribute to creating and maintaining a healthy and safe work environment. • Report immediately, any equipment or situation which is hazardous, or has the potential to be a safety issue • Avoid actions that adversely affect the health and safety of any other person at the workplace

		<ul style="list-style-type: none"> • Ensure the use of Personal Protective Equipment is worn at all times where required
	Reporting and Analysis	<ul style="list-style-type: none"> • Provide evidence of completion of daily tasks to the Catering Team Leader
	Additional Responsibilities and Tasks	<ul style="list-style-type: none"> • Assist residents, staff and relevant others in problem solving, and refer as necessary to appropriate personnel • Participate in meetings that promote open discussion of work related issues, and suggestions for change • Positively represent Masonic Care Tasmania within the community, and maintain resident and organisational confidentiality at all times • Participate in quality improvement programmes • Attend Mandatory training sessions as requested, in-service education programs and external courses as instructed/and or as identified to upgrade skills • Participate in performance review annually, and as required • Contribute to informal education sessions for other staff • Act as a resource person for residents, visitors and other staff

It is agreed that these are the primary requirements for the position of Hobart however there is an expectation that this position may perform, or learn other duties, as required by Masonic Care Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and management, therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____
Name

Employer Signature _____ Date _____
Deputy CEO