



OzHarvest | Job Description

Your Position Title:	SA Kitchen Porter
You'll Report to:	SA Chefs
Location	Adelaide, South Australia
Employment	Casual

Your Key Relationships

The Kitchen Porter is part of the collaborative OzHarvest team, which includes the Executive Chef, Vic&SA State Manager, Vic&SA Engagement Coordinator, Vic&SA Volunteer and Projects Coordinator, Kitchen Operations Coordinator, SA Chefs, SA drivers and OzHarvest Volunteers. You'll also work with external stakeholders including corporate participants, service providers, external kitchens, food donors, food suppliers, recipient agencies.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The Kitchen Porter is a Kitchen Hand role, imperative to ensuring the smooth operations of our CFAC programs and general kitchen operations, providing valuable support to our chef team to maintain a hygienic working environment and assist with ingredient prep and other kitchen tasks where needed.

Key Duties and Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life:

- Demonstrate each value in every one of your actions and decisions.
- Contribute to the successes of your team by supporting your team mates to be the best they can be.
- Always communicate respectfully, honestly and openly.

Stakeholder and relationships:



- Provide excellent service to all OzHarvest stakeholders.
- Ability to nurture existing engagement opportunities and relationships, ensuring they feel part of the OzHarvest family.

Kitchen organisation:

- Always maintain the highest level of cleanliness and safety
- Responsible for all dishwashing duties
- Responsible for “bump in and bump out” of all equipment guaranteeing nothing gets lost on the way

Classes and kitchen operations:

- Assist the Chefs and participants with ingredient preparation and basic cooking as required
- Assist the Chefs with any other kitchen duties as required during class

Personal Specifications

Skills, Knowledge & Experience

- Minimum 1 year previous kitchen experience
- Manual Handling Certificate
- Valid and current Police Check
- Valid and current Driver’s License

Personal Abilities and Aptitudes

- Energetic, positive and proactive attitude;
- Action-oriented and driven to achieve results;
- A strong commitment and enthusiasm towards the purpose of OzHarvest;
- Ability to work as part of a team with a solutions-focused approach;
- Flexible and highly responsive to changing priorities and circumstances;
- Dependability and accountability;
- Professional presentation – chefs’ uniform and shoes required;

Volunteer Acknowledgement

I acknowledge that I have read and understand the above Role Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Volunteers Name: _____

Signature: _____ **Date:** _____