



Staff and Cast Positions – Kitchen Steward

Thank You for taking the time to consider joining the Carrington Inn hospitality team. We look forward hearing from you soon!

Established in 1885, The Carrington Inn has been a landmark in the rural town of Bungendore for over a century. Initially a coaching inn for travelers on the Cobb & Co route The Carrington Inn holds historical value to the community of Bungendore and its surroundings. It is anticipated that when reopened after extensive renewal, the Carrington will return to a focal point of the local community and be enjoyed and admired by tourists and travelers.

Kitchen Steward – Job Description

Job Title:	Kitchen Steward
Reporting to:	Executive Chef
SUMMARY: The Carrington Inn’s Executive Director, is looking for a committed person for this critically important role of supporting the smooth and efficient operation of our restaurant, by keeping the kitchen in a clean and safe condition. A Kitchen Steward is a hands-on position that keeps the kitchen, serving items, and cooking items clean, sanitised and well organised. He / She is responsible for maintaining cleanliness and orderliness in the kitchen area of a restaurant. He / She takes directions given to him/her by the Chef-in-charge. A Kitchen Steward practices good health and food safety standards. He / She is a member of the kitchen brigade team who contributes to the overall efficient operation of the kitchen so that each food item leaving the kitchen meets the establishments’ quality, styling and brand requirements.	

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Typical Duties and Responsibilities include:

- Washing, sanitising, and storing dishes, cutlery, drinkware, pots, pans and cooking equipment.
- Collecting used serving items from stations and returning to cleaning area.
- Assisting with Polishing cutlery and glassware.
- Washing and sanitising counters, cabinets and floors .
- Stocking fresh linen items.
- Bundling soiled laundry items for processing.
- Keeping all work areas, coolroom, storeroom and rear areas clean, swept, hosed and tidy.
- Running routine maintenance-care procedures for cleaning equipment and spaces.
- Receiving, sorting, and stocking supplies and deliveries.
- Following proper hygienic food handling practices.
- Preparing food for cooking as directed by the chef-in-charge.
- Washing and preparing the vegetables needed for cooking.
- Arranging dining tables and buffets.
- Setting up outdoor cooking and serving equipment.
- Maintaining kitchen equipment and plant in good condition.
- Safety and cleanliness of all kitchen and storage areas.
- Disposing of rubbish and waste.
- Sorting of recycling materials.
- Stocking, setting up and cleaning fireplaces.
- Vermin control - Placing and moving vermin baits according to company guidelines.
- Safely label and store chemicals for use in the kitchen.
- Work safely and support others to work safely.
- Being fully aware of the venue's Fire Safety Procedures and Health & Safety regulations.
- Support good communication within the kitchen and with the floor staff.
- Other duties typically expected of the position as required from time to time.
- Participating in team meetings and surveys.

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EDUCATION and/or EXPERIENCE

Kitchen Stewardship is a critically important role in the effective and safe operation of any restaurant and its kitchen.

Two years of Kitchen Steward experience or Certificate II in Hospitality (Kitchen Operations) is preferred, but not required if your experience and performance is exemplary.

We may accept Intern and Trainee positions from people with lower qualifications, provided they are able through their schooling and other work experience to demonstrate they work hard, learn quickly, have good attendance, and can be committed to team work.

A Kitchen Steward will need to hold a food handlers certificate, and undergo kitchen chemical usage training.

Must have the initial knowledge in handling kitchen utensils such as knives and kitchen appliances.

Further certificates in Foundation Skills, Entry Skills, and Introductory Cookery would be beneficial.

OTHER SKILLS and ABILITIES

- A Kitchen Steward:
 - has ambition to succeed, demonstrating his/her willingness to work and learn.
 - demonstrates an ability to continuously produce good work in a timely manner, which is accurate and complete, in a fast paced environment.
 - demonstrates an ability to interact positively with supervisor, management, co-workers, members, and the public to promote a team effort and maintain a positive and professional approach.
 - comes to work when rostered and is on time.
 - follows directions, takes criticism positively, and at all times refrains from abusive and/or inappropriate behaviour.
 - is honest in all manner of engagement with the enterprise and guests.

PERSONAL PRESENTATION:

READINESS FOR WORK: At the start of the rostered time you should be clean, groomed, uniformed, fed, well-rested, with personal belongings already stowed, and ready to immediately commence work in all other ways required of the position. This is a condition for ongoing employment.

UNIFORM:. Every day you should present in a clean uniform, ready to work. Footwear is to be comfortable with non-slip soles, and a closed toe style approved to coordinate with the uniform.

GROOMING: The position requires a person who is clean and well groomed. Hair will be under cap or net, tied back if long. Males are preferred to be clean shaven, otherwise facial hair must be well groomed and not longer than 30mm at any length. Females will maintain not more than light make-up.

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SHIFTS / NIGHT WORK / AVAILABILITY/ WORKING CONDITIONS ETC:

On its re-opening, the Wintergarden Restaurant will be closed on Mondays and Tuesdays, however if business levels dictate the restaurant may go to a 7-day roster. A Kitchen Steward is expected to be available for work during peak times which include Saturday, Sunday and agreed public holidays.

Minimum of 2 hours per month continuous professional education should be undertaken.

Dinner break at set time with whole of kitchen brigade.

PHYSICAL DEMANDS:

While performing the duties, you are regularly required to see, talk, hear and feel touch. You are frequently required to stand; walk; use hands to finger, handle, sense or feel; reach with hands and arms, and stoop, kneel, or crouch. You must occasionally lift and/or move up to 24kg. Specific vision abilities required in this role include close vision and distance vision. Logic and thinking process must be quick and unencumbered.

WORK ENVIRONMENT:

While performing the core functions of the position, you are usually indoors, in a confined kitchen environment, but may also be rostered to work outdoors in a natural and variable environment. The position can also involve regularly moving between warm (kitchen) and cold (cool room) locations. Moderate machine and crowd noise levels exist in the working environment.

OPERATIONS GUIDELINES:

The property maintains operational guidelines for personnel that are intended to create a safe and productive working environment, and a professional and appealing guest experience. The full set of guidelines will be provided to shortlisted applicants, although they may change from time to time. The following are two key guidelines:

MOBILE DEVICES: Personal mobile devices may not be accessed or used during shifts, except on breaks. All personal devices must be stowed in lockers or vehicles during shifts. Emergency contact support is provided through the main venue telephone number.

PERSONAL VISITORS: Personal visitors should not attend the property, distract or disrupt you from your responsibilities during your shift. Guest of the venues excepted.

SECURITY BACKGROUND and **REFERENCE CHECKS** may be undertaken.

Location of job: Bungendore, NSW

Prepared by:

Date: 26 May 2016

Wintergarden – TOM WILLS – *Myees* – ELM PARK – ROSE COTTAGE



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