



POSITION DESCRIPTION

KITCHEN ATTENDANT

POSITION DETAILS

Position Title:	Kitchen Attendant
Department:	Gunditj Mirring Services Pty Ltd Trading as Budj Bim Cultural Landscape Tourism
Hours:	Casual, Wednesday to Sunday (8.30am - 4.30pm)
Salary:	\$33.85 / hour inc. casual loading plus Super, Grade 2, non-exhibition, Amusements, Events and Recreation Award
Employment Type:	Casual
Location:	Budj Bim Aquaculture Centre - Tae Rak Cafe or any other properties as requested.
Reports to:	Operations Manager

ABOUT BBCLT

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmara people in 2005, asserting our Sovereignty to continue our connection to care and protect Gunditjmara country and to progress our rights and interests in our cultural identity, social justice, native title, cultural heritage, and land justice for our Gunditjmara country.

Through GMTOAC, Gunditjmara people ensure that our cultural obligations and responsibilities which arise from Gunditjmara country and under Gunditjmara lore, custom and beliefs are upheld and recognised for the protection and benefit of our traditional lands and waters and for our respect to our Gunditjmara ancestors and for our Elders.

The UNESCO World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities at GMTOAC. Alongside GMTOAC's successful and innovative programs and projects, the Budj Bim World Heritage listing elevates an already unique work experience on Gunditjmara country to global recognition and responsibilities. The Budj Bim Cultural Landscape is a unique place with universal heritage values that demonstrate how Gunditjmara people worked with the natural resources and environment of the Victorian Southwest region to establish a permanent place of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to greatly expand over the past two years with future growth, opportunities, and expansion to rapidly increase within the next few years.

Gunditj Mirring Services Pty Ltd was formed in 2021 as a subsidiary company under GMTOAC and trading as Budj Bim Cultural Landscape Tourism to allow commercial tourism to start as its own entity showcasing the world heritage listed sites.

This position is a Secondment from GMTOAC to GMSPL.

POSITION SUMMARY

The Budj Bim Cultural Aquaculture Centre Kitchen Attendants play a crucial role in providing quality service to all Budj Bim Cultural Aquaculture Centre visitors.

They will have a genuine interest in food and preparation and work alongside the kitchen team. The Kitchen Attendant performs tasks in a kitchen environment including, but not limited to, duties such as cleaning, washing up and basic food preparation, and is able to work autonomously but also works well as part of a team.

The Kitchen attendants will also ensure they are aware of all compliance and government regulations under the *Victorian Food Act 1984*, the Australia New Zealand Food Standards Code and any other required legislation, regulations, and standards.

- There are no split shifts and no night work.
- Workdays from Wednesday through Sunday.

ROLE RESPONSIBILITIES

Key Responsibilities

- General cleaning duties within the kitchen or food preparation area and scullery, washing of cooking and general utensils, and restaurant plate and glassware.
- Ensuring food preparation areas are clean and hygienic.
- Sorting, storing and distributing ingredients to kitchen environments and chef.
- Assembling and preparing ingredients for cooking i.e. washing, peeling, chopping, cutting and cooking foodstuffs.
- Assisting the chef in cooking.
- Engaging in specialised non-cooking duties i.e. assisting with dish plating and presentation.
- General pantry duties i.e. arranging kitchen stores.
- Follow all health and safety procedures relating to food hygiene and service.
- Complete end of shift and end of day procedures as directed by your Supervisor.
- Assist other departments if required.
- Report visitor feedback, complaints and operational issues to your Supervisor.
- Have and maintain superior knowledge with regards to food products and preparation.
- Deal with any problems that arise to maintain guests expectations at a high level.
- Advise management of equipment malfunction and ensure repairs are done quickly.
- Ensure standards are met to HACCP guidelines.
- Ensure WHS procedures are followed according to best practice.

General Duties

- Attend events and actively promote BBCLT and its products.
- Maintain up to date product knowledge of the Aquaculture Centre, Budj Bim Cultural Landscape sites, and related activities.
- Resolve visitor complaints to the visitor's satisfaction within your level of authority or escalate as needed.
- Represent BBCLT in a positive and professional manner at all times.
- Demonstrate your ability and willingness to work for and with team members at all times.

- Maintain excellent grooming, personal hygiene and presentation standards meet the company expectations at all times, including a clean and tidy uniform.
- Familiarise yourself with company philosophy, values, background and history
- Maintain the privacy of all company, visitor and employee information.
- Ensure that all Workplace Health and Safety requirements for the company are adhered to.
- Report any workplace hazards to your Manager.
- Support the company in its endeavour to provide a safe workplace.
- Ensure that all policies are adhered to within your department.
- Abide by reasonable instructions, company policies, regulations and common law.
- Any other duties required by the General Manager or authorised personnel.

These key responsibilities and performance standards may be modified from time to time to ensure that the desired project outcomes are achieved.

Employee Risk Management Responsibilities (including OH&S)

All employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not willfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not willfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce BBCLT's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.
- Correctly use and wear any personal protective gear/equipment at all times.

KEY SELECTION CRITERIA

Knowledge and Skills

- Experience in kitchen food preparation would be highly advantageous.
- Food Handling Certificate and a Food Safety Supervisor Qualification would be highly advantageous.
- Ability to work under pressure while maintaining a positive outlook and professional manner.
- Ability to work on weekends with flexible approach and attitude with excellent time management skills.
- Experience in the delivery of customer service excellence.
- Takes initiative and can deal with complex issues, organise own work, exercise judgement and work under limited direction.
- Strong understanding of OH&S/WHs policies and procedures and actively contribute to a safe and respectful workplace.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check.

GMSPL is an equal opportunity employer. If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only

if we consider the outcome of this record will not have any negative impact to GMSPL operations or reputation, or the role the staff member is completing.

Eligibility

- Appointments are subject to satisfactory completion of relevant screening checks.
- The filling of this position is intended to constitute a special measure under *section 8(1)* of the *Racial Discrimination Act 1975 (Cth)*, and *s12 of the Equal Opportunity Act 2010 (Vic)* and *s8(4)* of the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

Acknowledgement

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

This position is located in BREAKAWAY CREEK, VIC 3303. Approximately 3 hours from Geelong and 4 hours from Melbourne.

This position will close on Sunday, 1 November 2026.

SIGNED

Employee's name

Employee's signature

Date

General Manager's signature

Date