

Kitchen Hand Job Description

A comprehensive job description template
for Australian hospitality businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and hospitality industry practices at the time of publication. You should review and tailor this template to suit your business, venue type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	4
4. Qualifications and Requirements	5
5. Working Conditions	5
6. Award Information	6
7. Expected Behaviours	6
8. Application Process	7

1. Position Overview

1.1 Position Title

Kitchen Hand / Kitchen Attendant / Kitchen Steward

1.2 Position Summary

The Kitchen Hand is responsible for maintaining cleanliness and hygiene standards in the commercial kitchen, assisting chefs with basic food preparation tasks and supporting the smooth operation of kitchen activities during service.

This is an entry-level position requiring no previous experience. The role involves dishwashing, cleaning, basic food preparation support, stock handling and waste management. Kitchen Hands work as part of a team in a fast-paced environment.

1.3 Reporting Structure

This position reports to:

- Head Chef / Executive Chef
- Sous Chef / Kitchen Manager
- Kitchen Supervisor (during service)

1.4 Employment Type

This position is available as:

- Casual (variable hours based on business needs)
- Part-time (regular rostered hours)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Dishwashing and Cleaning

- Operate commercial dishwashing equipment safely and efficiently
- Wash pots, pans, utensils and kitchen equipment thoroughly
- Clean and sanitise work surfaces, benches and preparation areas
- Ensure dishes and equipment are dried and stored correctly
- Maintain cleanliness of dishwashing area
- Monitor and replenish cleaning supplies

2.2 Food Preparation Support

- Assist chefs with basic food preparation tasks under supervision
- Peel, wash and prepare vegetables and fruits

- Portion ingredients as directed
- Prepare simple items following instructions
- Set up and pack down food preparation stations
- Follow food safety procedures at all times

2.3 Kitchen Maintenance

- Sweep and mop kitchen floors regularly throughout shifts
- Clean walls, doors and fixtures
- Deep clean equipment including ovens, grills and fridges
- Empty and clean grease traps
- Report equipment faults and maintenance issues promptly
- Assist with opening and closing kitchen duties

2.4 Stock Handling

- Receive and unpack food deliveries
- Store items correctly according to food safety requirements
- Rotate stock using FIFO (First In, First Out) principles
- Label and date items as required
- Assist with stocktakes and inventory checks
- Report damaged or expired stock

2.5 Waste Management

- Sort and dispose of kitchen waste correctly
- Separate recycling, compost and general waste
- Empty bins regularly and replace liners
- Clean and sanitise waste areas
- Follow waste disposal procedures

2.6 Safety and Compliance

- Follow all food safety and hygiene requirements
- Maintain high standards of personal hygiene
- Use personal protective equipment (PPE) as required
- Handle cleaning chemicals safely and correctly
- Report hazards, spills and safety concerns immediately
- Follow workplace health and safety procedures

3. Required Skills and Attributes

3.1 Essential Skills

Physical Stamina

Ability to stand for long periods. Capable of lifting and carrying heavy items (up to 20kg). Comfortable working in hot, humid kitchen environments.

Teamwork

Collaborative attitude. Willingness to help colleagues. Ability to work effectively as part of a kitchen team during busy service periods.

Attention to Hygiene

Understanding of food safety principles. Commitment to cleanliness and hygiene standards. Following proper sanitisation procedures consistently.

Time Management

Ability to prioritise tasks effectively. Work efficiently during peak service times. Complete assigned duties within required timeframes.

3.2 Personal Attributes

- Reliable and punctual
- Positive attitude and strong work ethic
- Willingness to learn and take direction
- Flexibility to work varied shifts
- Good communication skills
- Ability to work under pressure
- Attention to detail
- Resilient and adaptable

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Eligibility to work in Australia (citizenship, permanent residency or valid work visa)
- Ability to work a flexible roster including early mornings, evenings, weekends and public holidays
- Physical capability to perform demanding tasks in hot environments

4.2 Desirable Qualifications

- Food handling or food safety certificate
- Previous kitchen, cleaning or hospitality experience
- Basic understanding of commercial kitchen operations
- First aid certificate

4.3 Experience

No previous experience is required. This is an entry-level position suitable for candidates new to hospitality. Training will be provided to all successful candidates.

5. Working Conditions

5.1 Hours of Work

- Shift work including early mornings, evenings and late nights
- Regular work on weekends and public holidays
- Shift lengths typically range from 4 to 10 hours
- Roster provided in advance as per award requirements

5.2 Physical Requirements

- Standing and walking for extended periods (entire shift)
- Lifting and carrying heavy items including pots, equipment and supplies (up to 20kg)
- Bending, reaching, stretching and kneeling during cleaning tasks
- Working in hot, humid conditions near cooking equipment
- Tolerance for exposure to water, steam and cleaning chemicals

5.3 Work Environment

- Commercial kitchen environment
- Fast-paced during peak service times
- Working near hot equipment, sharp objects and cleaning chemicals
- Noise from kitchen operations
- Wet and slippery floor surfaces
- Close collaboration with kitchen team members

5.4 Uniform and Safety Equipment

- Uniform provided by the venue (or dress code specified)
- Closed-toe, non-slip safety footwear mandatory
- Hair tied back or covered with hat/hairnet
- Minimal jewellery for safety and hygiene
- Personal protective equipment (gloves, aprons) provided as required

6. Award Information

6.1 Modern Award Coverage

This position is typically covered by the Restaurant Industry Award 2020 (MA000119). The award sets minimum pay rates, penalty rates, allowances and conditions for employees in restaurants, cafes, catering and similar hospitality businesses.

6.2 Classification Level

Kitchen Hands are generally classified as Kitchen Attendants under the award:

- Level 1: Entry-level employees with no previous experience
- Level 2: Experienced employees who can work independently
- Level 3: Senior employees with additional responsibilities or qualifications

The specific classification level will be determined based on the duties performed and the experience of the successful candidate.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: Higher rates apply (varies by employment type)
- Sunday: Premium rate applies
- Public holidays: Premium rate applies
- Early morning/late night shifts: Applicable allowances may apply

Refer to the Restaurant Industry Award for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Treat all team members and managers with respect and courtesy
- Maintain confidentiality regarding business operations
- Follow all venue policies and procedures
- Arrive on time for scheduled shifts, ready to work
- Notify management of absence or lateness as soon as possible
- Accept direction and feedback constructively

7.2 Hygiene and Safety Standards

- Maintain excellent personal hygiene at all times
- Wash hands regularly and follow hygiene protocols
- Keep work areas clean and organised
- Use equipment safely and report any concerns
- Follow food safety procedures without exception
- Wear appropriate uniform and safety equipment

7.3 Teamwork Expectations

- Support kitchen team during busy service periods
- Communicate clearly with chefs and other kitchen staff
- Take initiative when tasks need to be done
- Ask questions when unsure about tasks or procedures

- Maintain a positive attitude even during challenging shifts

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Brief cover letter outlining availability and why you are interested in the role
- Copies of relevant certificates (food handling, if available)
- Contact details for two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone or video interview
- In-person interview at the venue
- Trial shift (paid) to assess practical capability
- Reference checks

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____