

Position Description

Responsible To:	Manager - PepperGreen Farm and Catering
Division:	Social Enterprises
Location:	PepperGreen Farm Catering, however the position may work from any Bendigo based AAG site as negotiated
Tenure:	Casual
Working Days:	Monday to Friday – may be rostered for some weekend shifts
Hours per Fortnight:	76
Award:	Access Australia Group Limited Enterprise Agreement
Classification:	Class 2 Band 1 to Band 9 commensurate with skills, experience and qualifications

Organisation Overview

Access Australia Group (AAG) is a large and diverse not-for-profit, community-based organisation. AAG is a registered public benevolent institution. AAG's focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- Employment Services
- Registered Training Organisation, Access Skills Training TOID 4603
- Social Enterprises
- Social Inclusion
- Corporate Services

Vision

Employment for people living with disability or disadvantage.

Purpose

Provide meaningful participation, training and employment pathways for people living with disability or disadvantage.

The Values that inform our behaviours:

Inclusive	Integrity	Respect
<ul style="list-style-type: none"> • Non-discriminatory • Ability focussed • Fair • Open minded 	<ul style="list-style-type: none"> • Accountable • Honest • Transparent • Doing what we say • Relevant 	<ul style="list-style-type: none"> • Good at listening • Supportive • Compassionate • Dignified • Inspiring

The Foundations that underpin our work

- Client Focus
- Financial Sustainability
- Innovation and response to change
- Partnerships and collaboration
- Quality, safety and compliance

PepperGreen Farm Catering

PepperGreen Farm Catering is a social enterprise of Access Australia Group offering people with a disability supported employment opportunities, whilst providing the community and businesses a quality catering service of premade meals and catering options. The meals are prepared fresh on site by experienced chefs and supported employees.

Position responsibilities and accountabilities:

Key Responsibilities

The Kitchen Hand will work as part of the catering kitchen team under the supervision of the Team Leader to prepare and deliver meals and catering to customers. The role includes working with people living with disability.

Duties

- Preparation and cooking of food for meals and catering orders
- Ensure correct and safe operation of kitchen machinery.
- Maintain a food safe environment for preparation and storage of products.
- Delivery of meals/catering to customers.
- Actively contribute to the development of a culture consistent with the values of AAG.
- Be proactive in risk identification, notification and management.
- Contribute to continuous quality and service delivery improvement through the organisation.

Key Selection Criteria

Essential

1. Demonstrated kitchen hand experience.
2. Excellent customer service and communication skills.
3. Ability to work with people who experience a broad range of disability types and require varying support needs.
4. Proven ability to manage time and workload effectively to achieve business priorities in a dynamic environment.
5. Demonstrated experience with Microsoft Office particularly Word and Outlook.
6. Demonstrated commitment, alignment and role modelling of AAG's values.

Desirable

1. Experience or qualifications in the disability sector.
2. Food Handling and Food Safety Certificate.
3. Victorian Drivers licence.

Mandatory Requirements

National Disability Insurance Scheme (NDIS) Worker Screening Check

The National Disability Insurance Scheme Worker Screening Check (NDIS Check) is an Australian-wide safety check and is an assessment of whether a person who works, or seeks to work, with people with disability poses a risk to them. The assessment determines whether a person is cleared or excluded from working in certain roles with people with disability.

Workers are required to complete the NDIS Check before commencing employment and must nominate AAG as the employer.

Victoria has a “no clearance, no start” approach to the NDIS Check.

Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to “have a say”, especially on issues that are important to them or about decisions that affect their lives.

An element of these standards is safety screening and therefore all AAG staff are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

Police Check

All AAG staff are required to undertake a Police Check prior to commencing employment.

Confirmation of Identity

All AAG staff are required to provide proof of identity to Human Resources before commencing employment.

COVID-19 Vaccination

All AAG staff are required to be fully vaccinated against COVID-19 and are required to provide acceptable evidence of vaccination status as a condition of employment.

Disallowed Persons

Access Australia Group and specifically Access Skills Training will undertake background checks to ensure that Disallowed Persons are not employed in the organisation.

NDIS Worker Orientation Module

All AAG staff are required to complete the NDIS Worker Orientation Module ‘Quality, Safety and You’. This will assist workers to better support people with disability and it will help workers understand:

- What the NDIS is and why we need it
- The role of the NDIS Quality and Safeguards Commission
- The worker’s responsibilities under the NDIS Code of Conduct
- The worker’s role in supporting people with disability to achieve the vision of the NDIS.

Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Workplace Health and Safety (WHS) by:

- Adhering to AAG's policies and procedures in relation to WHS.
- Taking reasonable care to ensure that your own health and safety, along with that of others, abide by the Occupational Health and Safety Act 2004.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Immediately reporting any injuries, hazards or illnesses where practical.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Probationary Period

The probationary period for staff employed by AAG is six months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and/or the organisation.

Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers and benefits based on merit and will be assessed on their skills, qualifications, abilities, prior work performance and aptitudes.

Inclusion

Access Australia Group is committed to equitable treatment and the elimination of discrimination through mutual respect. AAG is an inclusive and culturally diverse workplace who treat all with dignity and fairness by empowering access to opportunity, addressing structural inequalities and tackling unconscious bias.