

|  | TASK ANALYSIS | CRITICAL PHYSICAL DEMANDS | CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS | ENVIRONMENT/ EQUIPMENT |
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| | <p>1. Receive and store supplies</p> <ul style="list-style-type: none"> Take delivery of supplies Store and rotate supplies Maintain supply levels and the supply storage facilities <p>2. Select food items</p> <ul style="list-style-type: none"> Refer to daily menu plan and recipes Locate food in refrigerator, freezer or dry goods store Move food to preparation benches <p>3. Prepare, assemble and cook food</p> <ul style="list-style-type: none"> Locate and prepare food preparation equipment Prepare ingredients as per recipe Assemble and cook menu items Minimise waste <p>4. Present and serve food</p> <ul style="list-style-type: none"> Prepare for food service Carry trays or platters of prepared food to the servery Present, portion and plate food for service Complete end of service requirements <p>5. Monitor sale of hot foods/a la carte orders</p> <ul style="list-style-type: none"> Cook additional food and replenish servery as required Oversee the sequencing of cooking to ensure each menu item is ready at the required time <p>6. Clean and maintain premises</p> <ul style="list-style-type: none"> Transfer utensils etc. to the pot wash area Clean food preparation benches, premises and equipment Remove waste and dirty linen <p>7. Coach others in job skills</p> <ul style="list-style-type: none"> Prepare for on the job coaching Coach and provide direction to colleagues Follow up coaching <p>8. Develop and update knowledge and follow company procedures</p> <ul style="list-style-type: none"> Participate in internal training opportunities Update skills, knowledge, qualifications and licenses Adhere to health, safety and security procedures Adhere to food safety and hygiene standards Follow catering control procedures Comply with marketing initiatives, tools and standards | <p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent up to 3kg; Occasional up to 8kg; Rare up to 15kg Push/pull: Trolley on hard and/or carpeted surfaces Carrying: Generally less than 10m <p>Mobility</p> <ul style="list-style-type: none"> Walking: Short distances on even surfaces and on uneven surfaces Standing: Dynamic standing <p>Posture – Back</p> <ul style="list-style-type: none"> Bending: Bending or forward flexion of the trunk <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Below and above shoulder height under load Dynamic movement: Dynamic movements of the upper limb under load <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross grasp patterns Hand dexterity: Hand dexterity and coordination to write and operate equipment <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Occasional | <ul style="list-style-type: none"> Maintain personal presentation standards Reading comprehension skills Strong organisation and time management skills Ability to do multiple tasks concurrently Problem solving and decision making skills Ability to communicate with peers and customers Ability to work in a team Coordinate the work of others Coach and develop others Resolve conflicts and negotiate with others Follow instructions and take direction May be exposed to aggressive customers May be exposed to customers of all ages Medirest – may be exposed to the passing of residents and their mortal remains | <p>Environment</p> <ul style="list-style-type: none"> Commercial kitchens Ergonomic chairs/workstations Occasional/frequent wet hands Possible travel to remote locations (including offshore facilities) Possible exposure to extreme heat Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.) <p>Equipment</p> <ul style="list-style-type: none"> Computer Telephone Cash register EFTPOS machine Coffee machine Trolley Personal protective equipment (Incl. latex gloves) Use knives, graters, slicing machine, mixing bowls, etc. to prepare dry and wet food ingredients according to recipes Use the following cooking appliances or similar: <ul style="list-style-type: none"> Fryer Oven Combi oven Cook top Microwave Salamander Dishwasher |