

Position Description

Title	Catering Assistant/F&B Attendant	Date Prepared	May 2026
Reports to	Chef Manager/Chefs/F&B Supervisor	Approved by	HR

Main Purpose of Role

The Catering Assistant is responsible for supporting the kitchen team by maintaining cleanliness, assisting with basic food preparation, and ensuring the kitchen operates efficiently in accordance with food safety and hygiene standards. This role is essential in maintaining a clean, safe, and organised kitchen environment.

Key Responsibilities

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- Wash dishes, pots, pans, utensils, and kitchen equipment
- Clean kitchen benches, floors, storage areas, and food preparation surfaces
- Assist chefs and cooks with basic food preparation tasks
- Receive, unpack, and store deliveries appropriately
- Remove rubbish and maintain waste disposal areas
- Restock kitchen supplies and ingredients as required
- Follow workplace health and safety procedures
- Maintain food hygiene and sanitation standards in line with Australian regulations
- Support the kitchen team during busy service periods
- Perform opening and closing cleaning duties

Skills and Experience

- Previous kitchen or hospitality experience preferred but not essential
- Ability to work in a fast-paced environment
- Strong teamwork and communication skills
- Good organisational and time management abilities
- Physically fit and capable of standing for long periods
- Reliable, punctual, and hardworking

Qualifications

- Food Safety Certificate (desirable)
- Hospitality experience (advantageous)
- Knowledge of workplace health and safety practices

Working Conditions

- Shift work including evenings, weekends, and public holidays may be required
- Fast-paced and physically demanding environment
- Exposure to hot surfaces, cleaning chemicals, and kitchen equipment

Key Attributes

- Positive attitude
- Willingness to learn
- Ability to follow instructions
- Attention to detail
- Strong work ethic

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Kitchen Cleanliness & Hygiene Standards	• Kitchen cleanliness standards consistently meet internal audits and food safety requirements • No critical hygiene breaches or compliance incidents • Work areas are cleaned and sanitised throughout and after each shift • Proper use and storage of cleaning chemicals in accordance with WHS guidelines
Operational Support & Efficiency	• Dishwashing and cleaning tasks completed with no backlog during service • Prompt assistance provided during peak service periods • Positive feedback from kitchen team regarding reliability and support
Stock Handling & Team Reliability	• Stock is correctly received, stored, and rotated (FIFO compliance) • Minimal errors in handling or storage of supplies • Consistent punctuality, attendance, and teamwork behaviour

Acceptance

I, _____, have read and understood the responsibilities contained within this document.

I understand that this position description is a broad reflection of my responsibilities and goals and not a prescriptive list of every task I will perform throughout the course of my employment. I agree to this position description being revised on a regular basis to ensure relevance, currency and appropriateness.

SIGNATURE: _____ **DATE:** _____