

SOUTH BURNETT CTC INC

POSITION DESCRIPTION

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| DISABILITY SUPPORT WORKER – COMMERCIAL KITCHEN CTC DISABILITY SERVICES – GUMNUT PLACE |
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| Position Type | Full Time – 38 hours per week |
| Program Coverage | The Gumnut Place |
| Location | 22 Gore Street, Murgon 4605 |
| Reports to | Kitchen Supervisor/Team Leader/Service Manager |
| Headquarters | South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610 |
| Award Conditions | Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). Disability Support Workers Award (Qld) Transitional Pay Equity Order (TPEO). Level 3. Level 3.1 is \$25.32 per hour. http://www.fwa.gov.au/index.cfm?pagename=awardsfind |

Job Purpose

The Gumnut Place is a Disability Enterprise which incorporates: a wood workshop; commercial kitchen; commercial laundry; trophy, engraving and badge making service and a secure document destruction service. The team includes 20 Supported Employees who are supervised and mentored by support staff to work safely and productively at their assessed capacity.

This position is broadly responsible for:-

- Supporting and supervising the Supported Employees who work in the kitchen
- Assisting the Kitchen Supervisor in all areas of production, including quality control and safe food handling practices
- Providing appropriate general support to all staff and Supported Employees across Gumnut Place

Requirements

- Cert IV in Disability Services
- Experience in providing individual and group support/training/mentoring/supervision to people with a disability
- Experience with implementing support plans and compiling and recording case notes on a database system
- Commercial Kitchen skills/training including general workplace health and safety, safe food handling practices, food preparation, cooking, presentation and storage
- Relevant level of administration and IT skills
- Ability to meet Working with Children Card and Disability Services Checks
- Ability to meet and maintain any future relevant legislative benchmark requirements
- Current First Aid and CPR Certificate
- Current Queensland manual driver's licence

Duty Statement as a Disability Support Worker

- Provide support, on the job training, mentoring and supervision to Supported Employees (and Volunteers) working in the kitchen in accordance with their approved support plans
- Contribute to the development, implementation, monitoring and review of support plans
- Record daily case notes on the database for each Supported Employee
- Assist the Kitchen Supervisor with day to day operations and production
- Ensure the outlook calendar is maintained and reflects all work commitments
- Undertake daily tool box meetings with the Kitchen Supervisor

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- Ensure daily task lists are individualised for each Supported Employee
- Backfill the Kitchen Supervisor position in times of their absence, ensuring a consistently safe working environment, efficient and cost effective production and that all relevant industry standards are met
- Be a role model to staff in all areas including managing change and business attitude
- Perform administration duties relevant to the position
- Provide appropriate general support to all Supported Employees across Gumnut Place
- Contribute to the business success, quality assurance and continuous improvement of operations and output of the Gumnut Place Workshop, Commercial Kitchen, Commercial Laundry, Trophy, Engraving and Badge Making Service and Secure Document Destruction Service

Duty Statement as an Employee of CTC

- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/Acts/Guidelines
- Integrate with other programs and the ethos of CTC
- Be an effective member of the Gumnut Place team and other CTC teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required

Performance Measures

Performance will be formally reviewed within a 6 month probation period and on an annual basis according to the details of this and any revised position descriptions.

Service standards are to be in accordance with the ethos, mission, vision, policies and procedures of CTC and in strict adherence to licencing/contractual requirements.

As part of the Gumnut Place Team, this position will have knowledge and understanding of other CTC services and contribute to the success of the organisation in its entirety.

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- more detailed duties are to be arranged with my supervisor in line with the requirements of the organisation and broadly consistent with the role

Employee Name..... **Signature**..... **Date** / / 2018