

Service Information Pack

Meal Preparation

- Prepare menus for dinners over a 7-day menu cycle ensuring excellence of menu delivery serving meals of the highest standards of quality.
- Undertake consultation with TAC Coordinator and TAC guests regarding menu development.
- Maintain stock levels to ensure self-serve breakfast is fully catered.
- Forward weekly grocery requirements to Program Coordinator for purchasing.
- Prepare and serve healthy and nutritious dinners (7 days per week, 365 days per year)
 - Up to 40 dinners at Lakeview
 - Up to 30 dinners at Wangka Wilurrara
 - Incorporate options that meet dietary requirements - renal/diabetic etc.
- Dinner service to commence at 5.30pm and conclude at 6.30pm.
- Deliver services that ensure food handlers have food safety skills and knowledge in food safety and hygiene in line with the work they do.
- Prepare menus for “regular cook up days” that give opportunities for inclusion of traditional Aboriginal foods and celebration of culturally significant events – e.g. Naidoc Week, National Sorry day etc.
- Participate in activities with TAC clients through the preparation and serving of food.

Grounds Maintenance

Responsible for the cultivation and care of the landscaping and grounds surrounding either Transitional Accommodation Centres including tasks such as:

- Contribute to new landscaping by planting of new garden beds, shrubs, and trees.
- Maintain established green spaces by mowing weeding, trimming, mulching, and pruning.
- Remove unwanted or unhealthy plants, shrubs, and trees, as well as downed limbs.
- Apply pesticide to rid grounds of pests as required.
- Apply fertilizer to ground to enhance growth as required.
- Perform routine maintenance duties such as applying plaster, fixing fountains, and other duties.
- Sweep pathways and outdoor spaces of debris (leaves, cobwebs, and dust).
- Perform minor repairs and maintenance procedures on equipment.
- Rake, mulch, and prune the grounds as needed.
- Install and maintain watering systems.
- Undertake cleaning of windows, gutters and outdoor hard surfaces including pressure cleaning.
- Undertake basic handyman duties including minor repairs to TAC structures – e.g. refixing loose decking, repairing outdoor furniture etc.

Cleaning

Maintain the general cleanliness of all TAC areas daily (7 days a week, 365 days per year) including:

- All ablution blocks – showers, toilets, basins, floors
- Dining room/kitchen – washing dishes and mopping floors
- Vacancy clean of units on client exit
- Laundry – cleaning of linen and blankets on client exit
- Office areas including vacuuming and mopping floors, cleaning bathroom and staff kitchen.

Labour Hire

Provision of staff to undertake Accommodation Worker duties including:

- Welcoming and inducting clients into the centre
- Assisting clients with queries or accessing of planned services
- Provide clients with activities to encourage positive interaction or create opportunities for culturally appropriate learning.
- Assist with the serving of food and kitchen clean up.
- Assist with tenant exit tasks.
- Undertake basic administrative duties as directed.
- Accommodation Workers are required for the following shifts
 - Monday to Friday 5pm to 8am
 - Weekends and public holidays – 24/7
- Temporary labour hire to undertake administrative tasks within business hours is required on an adhoc basis.