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| Position Title | Kitchen Attendant | Department: | Hospitality Bendigo Stadium |
| Level: | Grade 1 | Primary Location: | 91 Inglis Street, West Bendigo VIC 3550 |
| Reports to: | Head Chef | Updated: | March 2026 |



Organisational Context

Bendigo Stadium Limited (BSL) manages and operates Red Energy Arena, Borough Club, St Arnaud Sporting Club and Swan Hill Indoor Sports & Recreation Centre. As an organisation we pride ourselves on being a world class sports and entertainment centre, delivering a community focused hub through various sports codes, entertainment events, business functions and family moments.



Bendigo Stadium is the home of the Bendigo Basketball Association, Bendigo Braves, Bendigo Spirit, Phantoms Volleyball Club and Bendigo Strikers.

Primary Purpose

Reporting to the Head Chef, the Kitchen Attendant will provide exceptional support and assistance to the chefs in the kitchen to achieve the company vision of delivering world class experiences.

Direct Reports

Nil

Key Result Areas

| Key Result Area | Responsibility | Measure |
|-------------------------------|--|--|
| Kitchen Duties | <p>Undertake general cleaning duties within the Kitchen or food preparation area and scullery, including the cleaning of cooking and general utensils used in the kitchen.</p> <p>Cleaning of floors and walks and surface areas within the kitchen.</p> <p>Under supervision, assist senior staff with cooking</p> <p>General pantry duties as directed.</p> | <p>All kitchen areas are cleaned in accordance with regulatory requirements.</p> <p>Assistance is provided as required.</p> <p>Food products prepared in a timely manner and in accordance with safe food handling practices.</p> <p>Duties undertaken in a timely manner.</p> |
| Stakeholder Engagement | <p>Effective communication skills incorporating a collaborative approach demonstrating confidence, professionalism, and an empathetic approach with internal and external stakeholders.</p> <p>Participating as part of a team and engagement with wider staffing group.</p> <p>Ensure patron comfort and satisfaction is always paramount.</p> <p>Participates in appraisal/ performance review process.</p> | <p>Peer and manager reviews.</p> <p>Feedback from one-to-one meetings.</p> <p>Participation in meetings/communication forums/training/staff engagement activities.</p> <p>Staff feedback generated through appropriate performance reviews.</p> |
| OHS and Compliance | <p>Ensure a safe working environment is provided at all times.</p> <p>Accidents/incidents are recorded in accordance with guidelines and procedures.</p> <p>Minimisation of incidents through appropriate workplace practices</p> <p>Always comply with Company Food Safety Program.</p> <p>Demonstrates a practical knowledge and understanding of OHS and Emergency Evacuation procedures including, but not limited to:</p> <ul style="list-style-type: none"> ○ Accident/ Incident reporting ○ Food Safety ○ Emergency Procedures ○ Manual Handling Procedures | <p>Participation in Evacuation drills.</p> <p>Participation in staff training activities.</p> <p>Feedback from one-to-one meetings with manager.</p> <p>Demonstrated compliance with OHS Policies and Procedures.</p> <p>Adherence to appropriate food preparation, storage, and cleaning requirements as per documented food safety plan and regulatory requirements.</p> |

Values

Role model and embed BSL’s values, fostering a “One Team” culture.

Promote collaboration, accountability and customer-first thinking within the team

Demonstrated alignment to values through behaviours and leadership.

Positive team culture and cross-team collaboration outcomes.

Contribution to organisational initiatives and employee engagement.

EQUIPMENT OPERATED, SYSTEMS USED AND PHYSICAL REQUIREMENTS OF ROLE

Moderate physical activity

EDUCATION AND SKILLS

Minimum Qualifications:

- Food Handling Course (SITXFSA001 - Use hygienic practices for food safety) – *Highly regarded*.
- Must hold a Working with Children’s Check (WWCC).
- Must satisfactorily pass a Police Check.

Job, specific, skills, experience, Knowledge and abilities:

Desired Knowledge and Experience:

- Previous hospitality experience.
- Previous customer service experience.

Desired Skills:

- Professional attitude and work ethic
- Flexibility to work rotating 7-day roster.
- Good communication skills.
- Strong customer service qualities.

Personal attributes:

- Driven by strong ethics and values, is open, honest and accountable for their actions.
- Ability to take direction and work as part of a team in the kitchen.