POSITION DESCRIPTION

Position Title:	Production Assistant	**Status:**	Casual/PT/FT
Reports To:	Executive Chef	**Position Location:**	Morningside
Direct Reports:	Nil	**Department:**	Kitchen
Award:	Food, Beverage and Tobacco Manufacturing (FBT) Award	**Classification:**	Level 2
Date Approved:	April 2026		

1. ORGANISATIONAL ENVIRONMENT

SecondBite is a leading Australian food rescue organisation dedicated to reducing food waste and tackling food insecurity. Through the SecondBite organisation which includes both SecondBite and FareShare, we work collaboratively to provide nutritious food and meals to Australians in need.

SecondBite is committed to positive change through redirecting surplus food, otherwise destined for landfill, to agencies and people facing food insecurity in a safe and timely manner.

As part of the SecondBite organisation, FareShare operates Australia's largest non-profit kitchens in Melbourne and Brisbane, where chefs, cooks and volunteers transform this rescued and donated food, as well as produce grown on their own kitchen gardens, into millions of delicious, nutritious meals each year for people experiencing need.

We are an equal opportunity employer and embrace diversity in the workplace.

2. POSITION PURPOSE

The Production Assistant supports the preparation and production of nutritious meals for individuals in need.

3. KEY RESPONSIBILITIES

3.1. Production Assistant (90%)

- Bring to the attention of the line manager any activity that has the potential to damage the reputation of SecondBite or its partners, and/or lead to legal issues
- Demonstrate commitment to safety by performing duties in accordance with relevant legislation and SecondBite policies, procedures and practices
- Immediately report and act on any accidents and hazards
- Carry out shift duties in accordance with established kitchen procedures.

- Ensure proper handling of food during preparation, storage, and service to maintain safety and quality standards.
- Manage stock rotation and inventory control following kitchen guidelines.
- Safely operate and maintain kitchen equipment in line with hygiene standards.
- Store and organize kitchen and service equipment according to established protocols.
- Promptly report any equipment malfunctions or maintenance needs.
- Risk and Safety
- Alert the line manager to any activity that could harm the reputation of SecondBite or its partners, or result in legal issues.
- Maintain a strong commitment to safety by following relevant legislation and SecondBite's policies and procedures.
- Immediately report and respond to any accidents or hazards.
- Other Duties
- Contribute to a positive and healthy work culture.
- Undertake other tasks within your skills and experience as directed by the line manager.
- Position Competencies
- Qualifications, Skills, and Experience
- Relevant experience in a kitchen or food service environment preferred.
- Understanding of food safety and hygiene practices.
- Personal Attributes
- Strong team player with the ability to work effectively with chefs, volunteers, and team members.
- Reliable, dedicated, and willing to take on various tasks as needed.
- Ensures food preparation and cleaning tasks are completed to a high standard.
- Adaptable to changing kitchen needs and able to work efficiently in a fast-paced environment.

3.2. Risk and Safety (10%)

- Bring to the attention of the line manager any activity that has the potential to damage the reputation of SecondBite or its partners, and/or lead to legal issues
- Demonstrate commitment to safety by performing duties in accordance with relevant legislation and SecondBite policies, procedures and practices
- Immediately report and act on any accidents and hazards

3.3. Other

- Some work outside regular hours may be required and if requested will paid as additional time or Time in Lieu

4. POSITION COMPETENCIES

4.1. Qualifications, Skills and Experience

- Clear National Police Check
- Working With Children Check
- Satisfactory employment references
- Medical Assessment
- Food Handling Certificate
- Demonstrated ability to complete the manual tasks as described
- Dependability and accountability
- Competent within kitchen environment

- Experience with food handling safety & documentation
- Flexible and highly responsive

4.2. Personal Attributes

- Team Oriented
- "Can do" attitude

5. OTHER

- Some inter and intra state travel maybe required
- Some out of hours work may be required to fulfil the role