Job Description Instructions and Template

### Instructions to complete a Job Description

(If you are using this template to create a job description, delete these instructions before filing the copy of the completed job description).

#### **Writing Summary of Position**

Write a brief summary (similar to a summary that would appear in a job advertisement). Avoid using complex language; write two to three simple sentences that describes what the job is for.

**Note:** It may be helpful to write this after the essential job requirements are completed.

#### **Writing Essential Job Requirements**

In general, there should be around five or six essential job requirements.

Write the essential job requirement in the form of an action *[verb]* and the object of the action *[noun]*.

**Example 1**: One essential job requirement of a customer service officer is to: Answer telephones – i.e., this is what the employee is expected to do. The ‘action’ is answer, and the object of that action is telephones.

**Example 2:** One essential job requirement of a cleaner is to: clean general public areas as assigned. The action of this essential job requirement is to clean, and the object of that action is general public areas.

#### **Competence/Education Requirements**

Use the competency standards (on the H: drive) to assist in determining the competency requirements.

Include any required educational standards, such as: responsible serving of alcohol.

#### **Writing other job requirements**

Only complete other job requirements where it is necessary.

For example, do not fill in supervisory duties if there are none. Do not fill in physical requirements if there are no physical requirements.

It may be helpful to use the check list in Appendix 2 to help determine whether there are any unusual other job requirements.

**Note:** An example job description can be seen in the Appendix at the end of this document.

### Job Description Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | |  | | |
| Job Title: | |  | | |
| Job Level: | |  | | |
| Café/Department: | |  | | |
| Reports to: | |  | | |
| **Summary of Position**  *Describe the position briefly. This information will be used for job advertisements.* | | | | |
| **Essential Job Requirements**  *List the position’s essential job tasks. State what is done and to what standard. Use BCG’s standards to help determine the essential job tasks.* | | | | |
| **Required Competence/ Training**  *What are the minimum competence/educational requirements for this position? Use BCG’s competency standards and include mandatory requirements i.e. ‘Working with Children’, RSA, etc.* | | | | |
| **Physical Requirements**  *Please list physical job requirements for this position. For example: ‘must be able to lift 16 kg’, ‘must be able to drive a car’, ‘must be able to stand for seven hours a day.’* | | | | |
| **Mental Requirements**  *Please list the mental demands of the position. For example: ‘must be able to do simple maths’, ‘must be able to carry out complex written instructions.’* | | | | |
| **Equipment Used:**  *Please list the kinds of equipment used in this position. For example: Coffee machine, POS, Order software, iPad, telephone, dishwasher, power tools.* | | | | |
| **Supervisor Responsibilities**  *Please list the number of people supervised by this position, along with their job titles, if applicable.* | | | | |
| **Working Conditions**  *Please list examples of the typical working conditions for this position. For example: ‘works primarily in kitchen’, ‘works in cold temperatures 25% of the time’, ‘exposure to chemicals.’* | | | | |
| **Approved by:** |  | | | |
| **Signature:** |  | | **Date:** |  |

## Appendix 1: Example Job Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | | 20/08/20xx | | |
| Job Title: | | Kitchen Hand | | |
| Job Level: | | 1 | | |
| Café /Department: | | Melbourne Central Book Café | | |
| Reports to: | | Head Chef | | |
| **Summary of Position**  Assisting the chef in preparing and storing food, washing dishes and kitchen utensils and cleaning work areas.  As part of the food preparation team this position is expected to assist other team members as required.  The position of kitchen-hand has day-to-day responsibility for kitchen cleanliness and organisation. OHS is a significant focus of this role. | | | | |
| **Essential Job Requirements**  Organise and re-stock refrigerators and dry goods pantry and layout required equipment for the shift. Ensure all cooking and preparation surfaces are clean. Chop and process foods as directed by chef and assist in food preparation as required. | | | | |
| **Required Competence/ Training**   |  |  | | --- | --- | | Competence | Level | | Product knowledge | Accomplished | | Organisation skills | Accomplished | | Health, safety, security and environment | Exemplary | | Superior service | Exemplary | | Equipment maintenance | Accomplished | | Interacting with team | Exemplary | | Education | Level | | Food preparation Certificate | 1 | | Police Check | current | | | | | |
| **Physical Requirements**  *Please list physical job requirements for this position. For example: ‘must be able to lift 16 kg’, ‘must be able to drive a car’, ‘must be able to stand for seven hours a day.’*  Must be able to:   * Stand for long periods (i.e. entire shift) * Lift more than 16kg. | | | | |
| **Mental Requirements**  *Please list the mental demands of the position. For example: ‘must be able to do simple maths’, ‘must be able to carry out complex written instructions.’* | | | | |
| **Equipment Used:**  Sharp Knives  Food preparation equipment i.e. steamer, grill, hotplates, fryer, blender, mixer, industrial dishwasher.  Chemicals i.e. detergents, strong fat cleaning agents etc*.* | | | | |
| **Working Conditions**  Works on feet primarily in kitchen and surrounding food storage and preparation areas including cold temperatures 25% of the time’, ‘exposure to chemicals.’ | | | | |
| **Approved by:** | **Tally Gi** | | | |
| **Signature:** | **T.GI..** | | **Date:** | **20/10/20xx** |

#### Physical requirements

Must be able to:

* drive a bus
* lift more than 16kg luggage.

#### Equipment used

64 seat bus.

#### Working conditions

Work primarily indoors sitting on a bus (driving) with daily exposure to outdoor conditions for periods of up to thirty minutes.

#### Signature:

#### Date: