

2.5 Job or Position Descriptions

A job or position description is a list of responsibilities and functions required in a particular job. It also identifies the knowledge, experience and skills required to complete the job and may include some information about the organisation and the relationships that will be maintained by the job/position holder.

Job descriptions should:

- Clearly outline what is expected of the employee;
- Help to clarify the duties to be performed
- Assist in selection of a suitable person by matching their capabilities to the skills and abilities needed to perform the job
- Identify what experience, education or training an employee needs for the position. ; and
- Identify any specialized tools, equipment or Personal Protection the employee will require to perform the job.

When developing a job description consider the following:

- What are the main tasks of the job?;
- Are there any additional responsibilities?;
- Is there any requirement for use of equipment/tools; and
- What training or experience is needed to perform in this role?

Creating a job and the relevant job or position description is an important task. These documents are:

- the corner stone in which you will build capabilities for your business to grow;
- be the basis for your recruitment activities;
- assist in formulating learning plans for employees to address identified skill gaps; and
- provide career path options for employees which leads to future skill development.

There are some common pitfalls when preparing job/position descriptions as follows:

- Ensure that the content and language reflect the level of responsibilities expected of the position.
- Avoid gender-specific language.
- Avoid over-use of words such as “assists” or “coordinates” unless you are going to qualify the depth of involvement in the task.
- Avoid describing the specific skills and qualifications of someone who may be sitting in a similar job or from what you “think” you might need. Review your company’s vision and strategy, look at your business needs or the gap in your current capabilities – ensure what you need to meet the business is what you develop.
- Don’t assume that those reading the document will have any prior knowledge of the job, so structure wording accordingly.
- Ensure reporting statements and organisational structures are included to put the incumbent into context.

What does a job/position description look like? The next page provides a brief example.

Job Description

Job Title:	Kitchen Hand
Reports To:	Head Chef
Organisation:	XYZ Restaurant
Award Information:	Club Employees (State) Award, NSW
Purpose of the position:	The main purpose of this role is to assist with food preparation and prepares simple dishes. In addition, this role will record food usage and ensure the kitchen is clean.
Duties and Responsibilities:	<ol style="list-style-type: none">1. Assist with food preparation, that is chops, slices and dices food under the direction of the Chef. Prepares, glazes and bastes food when directed.2. Prepares simple dishes like salads and sauces.3. Records food usage by marking quantities of food taken from stores and ensures stocks are kept at required levels.4. Completes a stock-take of all food stocks on a weekly basis.5. Cleans the kitchen and ensures it is kept clean and safe at all times. This is, ensures benches are wiped and clean, stoves and other food preparation areas are clean.6. Cleans all cooking utensils using the correct cleaning fluid and dishwashing equipment.7. Performs other duties as directed by the Chef.
Skills and Experience:	<ol style="list-style-type: none">1. HACCP – Safe Handling of Food/Food Preparation certificate would be an advantage.2. Basic knife handling skills3. Good communication skills

The following links will provide you with resources to investigate this topic further:

[Wikipedia Definition of Job Descriptions](#)

Also investigate your industry association who may have sample documents you can use.

Tamworth Regional Development Corporation
File: FS2.5_Job or Position Description
Version: 1:00

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