



POSITION SPECIFICATION

POSITION TITLE: Cook
CLASSIFICATION: Trade Cook
DEPT: Food Services
APPROVED BY: C.E.O

OUR MISSION, VISION AND VALUES

Our Mission: Providing our community with quality care and health service options.

Our Vision: To encourage our community to experience quality of life by providing Responsive, Sustainable, Compassionate, Innovative and Quality Services.

Our Values:

Service Assist all residents and clients to the best of your abilities in a kind and courteous manner.

Honesty Holding yourself to the highest of morals and decency when associating with peers, residents and clients.

Accountability Taking responsibility for yourself and those associated with you and being answerable to your mistakes.

Respect Understanding everyone has a point of view, respect for each person and role.

Excellence To never become complacent, aim to excel in your field and provide safe and excellent care.

ORGANISATION AND ENVIRONMENT

Cobdenhealth operates an accredited 60 bed aged care facility separated into two wings, Lovely Banks and Heytesbury Lodge.

Cobdenhealth provides the community with quality care and health service options including extensive Community Services, accredited Urgent Care Centre providing emergency stabilisation service 24 hours a day, Home Care Packages (HCP), The Rodney Grove Community Aquatic Centre, Gym and a Men's Shed. Cobdenhealth is an Equal Opportunity Employer.

POSITION OBJECTIVE

Ensure the provision of food services that meet the resident's nutritional needs as well as co-ordinate the daily operations of the kitchen and the delivery of food services to maintain compliance with all food safety/hygiene and budgetary requirements.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Support Services Manager
Directly supervises:	Food Services Assistants
Internal liaisons:	Chief Executive Officer (CEO)
	Corporate Staff
	Allied health Staff (Speech therapist, Dietitian etc.)
	All other Cobdenhealth staff
	Volunteers

KEY ORGANISATIONAL RESPONSIBILITIES

Organisation Culture

- To understand and adopt Cobdenhealth values in all areas of work with attention to customer service, teamwork and community relations acting as a role model for the organisational values.

Customer Focus

- Ensure all communications follow a customer first approach.

Occupational Health and Safety

- Provide leadership in taking responsibility for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions in the workplace.
- Maintain a practical understanding and participate in future development of the emergency management plan.
- To comply with all relevant legislation requirements, organisational policies, vision & mission statements and core values including, but not restricted to:
 - Infection Control Policies.
 - Occupational Health and Safety policies and regulations.
 - Fire, disaster and other emergency procedures.
 - Attend initial orientation/induction and annual compulsory training.
 - To assist and support injured workers Return to Work.

Risk Management

- Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained in accordance with the organisations risk management policies and guidelines.

Management and Control

- Ensure professional, moral, ethical and responsible management practices in all areas of responsibility.
- Understand and take responsibility to work within the delegations of authority.

Quality Management

- To take an active role in applicable Accreditation processes.
- Ensure all services are provided within a quality and risk management framework, with demonstrated outcomes.
- Ensure all work conducted meets regulatory and organisation standard.

KEY DUTIES AND RESPONSIBILITIES

- Ensure compliance with all relevant regulatory requirements is maintained.
- Oversee the day to day adherence of staff with food safety in the workplace and ensure records are maintained.
- Communicate with the Support Services Manager regarding staff training.
- Ensure a timely response to concerns or complaints raised from residents or staff in consultation with the Support Services Manager.
- Ensure preparation of food is achieved by following standard recipes and any variation to the menu is approved by Support Services Manager
- Monitor staffing requirements for the roster ensuring there is adequate staffing in consultation with the Support Services Manager.
- Communicate with food services and care staff regarding resident's dietary changes and ensure the completion of required documentation...
- The provision of meals for residents to meet special dietary requirements (e.g.: soft, vitamised, diabetic).
- Ensure meal order lists are accurate and residents are provided with choice of meals at all times.
- Ensure all meals prepared are fresh, well presented, appetizing and aromatic.
- Ensure food wastage is kept to a minimum and not over ordering products
- Responsible ordering of the best quality food supplies and stock based upon the weekly menu.
- Ensure adequate stocks of supplies at all times
- Estimate amounts and costs of required supplies, such as food and ingredients with an emphasis on meeting budget.
- Plan and cost basic recipes and menus as directed by the Support Services Manager.
- Work collaboratively with the Support Services Manager to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients.

PROFESSIONAL ACCOUNTABILITY

Leadership and Personnel Management

- Exhibit leadership behaviours and provide a professional role model.
- Participate in the appraisal process as directed by the Support Services Manager.
- Motivate and educate all staff and students to optimise involvement and responsibility.
- To be responsible for the smooth running of the kitchen.
- To give direction and coach other Food Services staff when required.

Quality and Evidence Based Practice

- Manage activities as required in consultation with the Support Services Manager.
- Be familiar with the Quality Plan for the Organisation and the clinical units and participate in meeting those plans.
- To carry out duties in line with Cobdenhealth Food Safety Plan.

Risk Management

- Ensure all decisions are in line with your scope of delegation.
- Take responsibility for reporting all events outside normal daily routine with possible risk implications be reported in an appropriate time frame and/or logged.
- Participate in the ongoing development and maintenance of systems, policies and procedures for the identification, collection and analysis of risk related information.
- Participate in and ensure excellent understanding of emergency procedures.
- To supervise and maintain hygiene standards in food preparation and serving.
- To ensure the safe storage and handling of food.

Service Development

- Provide a positive role model to all staff and key stakeholders.
- Maintain current knowledge of best practice.
- Attend external seminars and study days as appropriate and give feedback to the department and the organisation.

INDIVIDUAL ACCOUNTABILITY

- Maintain resident, client, employee and organisational Privacy and Confidentiality at all times.
- Self-Management – set personal as well as professional goals that address workload management, time commitments and relationships in a manner that enables acceptable performance and work life balance to be maintained.
- Professional Development – demonstrate a commitment to individual and team professional development and set achievable goals consistent with the organisation's objectives and individual competency.
- To carry out all duties and tasks relative to the general nature and level of work being performed in the role.

QUALIFICATIONS, EXPERIENCE AND SELECTION CRITERIA

Essential

- Qualification – Trade Certificate in Cooking or a minimum of 3 years broad based experience in a related field.
- Current Certificate of Food Handling or equivalent.
- Ability to maintain and comprehend accurate and detailed documentation.
- Familiar with all aspects of menu planning principles e.g.: nutritional and dietary requirements.
- Sound understanding of food costs and their impact.
- A focus on quality client service.
- Ability to cook a variety of both hot and cold meal choices following standard recipes.
- Ability to work well within a team ensuring all work is completed as per the shift checklist.

Desirable

- Similarly related qualification.
- Recent Food environment experience including food preparation and cooking techniques.
- Knowledge of Food Safety Guidelines, Food Safety Plans and Food Hygiene requirements in a commercial kitchen environment.
- Experience in dealing with elderly people.
- Ability to listen and respond to resident needs.

PERFORMANCE APPRAISAL

To be conducted by the Support Services Manager within the first 3 months and annually thereafter.

SALARY AND CONDITIONS OF EMPLOYMENT

As determined by Aged Care Award 2010, Cobden District Health Service Inc., ANMF and HSU Enterprise Agreement 2014. Salary sacrificing is available

- Available for duty Monday through Sunday including holidays and weekends.
- Annual Leave as per award (Not applicable for Casuals)
- Laundry allowance provided
- **Casuals** – Available for duty Monday through Sunday including holidays and weekends.
- Available to cover leave as required or at short notice

PHYSICAL REQUIREMENTS

Cobdenhealth could require staff to work a variety of shifts. Due to the layout and nature of work employees will be required to undertake a diversity of tasks, which may require various forms of mobility.

The following requirements will be needed to carry out the essential elements of the position as outlined in the position description.

These requirements are to be assessed.

Cobdenhealth reserves the right to withdraw or amend this position specification, as it considers necessary to serve the best interests of the organisation.