



POSITION DESCRIPTION

POSITION TITLE	Cook / Chef
DEPARTMENT	Catering Services
REPORTS TO	Catering Team Leader
DIRECT REPORTS	Nil
AWARD	Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025
CLASSIFICATION	Second Cook, Grade D (RH2)
DATE OF CREATION/AMENDMENT	September 2024
CREATED/AMENDED BY	HR Administrator

“Caring for Our Community”

POSITION OBJECTIVES

- To provide high quality and nutritionally balanced food
- To facilitate the bulk preparation of food for patients and functions
- To adhere to standards regarding food handling and hygiene at all times
- To ensure that patient service is conducted in a safe and competent manner.
- To maintain immediate work area in a clean, tidy and hygienic manner
- To lead the operation of the kitchen
- To ensure all cost are kept within budgets and costing

RESPONSIBILITIES & PERFORMANCE INDICATORS

- To undertake a food safety supervisor role at the health service
- Prepare all meals with food safety as a priority
- Maintain an up to date knowledge of Food Safety Standards
- Undertake all tasks in a safe manner; work practices must take into consideration the safety of patients, staff and the general public.
- Prepare production listed meals in a timely and efficient manner
- Prepare Cafe RED items as and when required
- Project a professional image when dealing with patients and work co-operatively with the multi-disciplinary team of health professionals.
- Personal illness or infection must be reported to the Catering Team Leader
- Ensure familiarisation with and follow instructions as designated in REDHS' policies, procedures and general memorandums
- Patient confidentiality must be maintained at all times.
- Attend meetings, education or information sessions as directed.
- The ability to work in a harmonious multi-function team.
- Ability to effectively communicate.
- Work with Catering Team Leader reviewing suppliers and goods purchased
- Ensure all wastage is kept to a minimum
- Ensure all records are kept and up to date

Other duties:

- As required

QUALIFICATIONS / SKILLS

Essential:

- Certificate III in Commercial Cookery (or equivalent) together with a minimum of five (5) years cooking experience in the Australian hospitality industry
- To have, or be willing to obtain, the three *Food Safety Supervisor in the Health and Community Services Industries* units (HLTFSE001, HLTFSE005, HLTFSE007)
- Demonstrated knowledge of the Microsoft Office Suite of applications.
- Demonstrated well developed interpersonal, written and verbal communication skills that enable effective communication with consumers, suppliers and colleagues.
- Current National Criminal History Check and Working with Children Check
- Full COVID-19 vaccination and current Influenza vaccination (FluVax)

Desirable:

- Knowledge of Food Safety Standards for a health service
- Previous Health Industry experience
- Experience in community based or non-profit organisation

PERSONAL ATTRIBUTES

1. Customer Service focus
2. Proven ability to be motivated and to have high ethical standards and well developed organisational skills
3. Ability to set up and maintain ongoing procedures for monitoring of quality systems and completion of tasks within set time frames
4. Quality orientation and attention to detail
5. Demonstrable high level of interpersonal skills both written and verbal and the ability to deal with sensitive matters in confidence.

KEY SELECTION CRITERIA

1. Certificate III in Commercial Cookery (or equivalent) together with a minimum of five (5) years cooking experience in the Australian hospitality industry
2. To have, or be willing to obtain, the three *Food Safety Supervisor in the Health and Community Services Industries* units (HLTFSE001, HLTFSE005, HLTFSE007)
3. Demonstrated knowledge of the Microsoft Office Suite of applications.
4. Demonstrated well developed interpersonal, written and verbal communication skills that enable effective communication with consumers, suppliers and colleagues.
5. Demonstrated skills in Food Safety Standards
6. Demonstrated knowledge of safe working practices.
7. Ability to work collaboratively as part of a multi-functional team
8. Demonstrated ability to self-manage time and tasks and meet deadlines

OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): _____

Signature: _____ Date: _____