

POSITION DESCRIPTION

Position:	COOK / CHEF
Department:	Food Services
Reports to:	Support Services Manager
Award:	<i>Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025</i>
Classification:	Cook – GR3 (IN17)

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a wide range of health and support services to our local communities including Urgent care, Acute care, Transition care, Residential Aged care, Primary care and home-based care.

ODH is located in the East Gippsland High Country (Omeo & District) and is the gateway to the spectacular Alpine region of Victoria. Surrounding Omeo is an abundance of national parks, mountains, rivers and lakes.

Consistent with our mission, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country. We do so by:

- Reaching out to our local rural community in the planning and delivering of our services
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and
Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

W Wellbeing
E Empathy

C Creativity
A Accountability
R Resourcefulness
E Excellence

Our people are at the heart of our organisation - no matter the role. Every day our people make a difference to the lives of our consumers and their families, demonstrating our commitment and care for our community and staff.

Department

The Food and Domestic services team provide a range of catering and environmental services across ODH. The Catering team prepare meals for clients in the hospital (4 beds), residential aged care (14 beds) and community clients.

Role

Position Summary

The role assists in the timely preparation and delivery of meals to a range of consumers and staff. The role requires a qualification and experience in commercial meal production. The person will have a high level of motivation, flexibility and willingness to work as part of a team and support continuous improvement of catering practices across ODH.

Key Responsibilities and Duties

Meals preparation

- Ensure daily preparation and delivery of meals as per the menu and in timely manner
- Monitor special orders and catering requests, planning ahead as needed
- If necessary, prepare individual meals to specified dietary requirements as directed by nursing staff/dietician
- Coordinate and plan preparation and delivery of meals for community clients

Planning and organising

- Plan ahead to identify stock required as per the approved catering menu
- Monitor kitchen stock and prepare orders for approval by management/financial delegate
- Monitor and ensure stores are delivered and stored appropriately ensuring stock rotation.
- Collate staff meal and other orders for preparation and management statistics

Legislation, Regulations and Standards

- Comply with the requirements of relevant legislation, regulations and standards
- Take an active role in the Food Safety Plan implementation
- Maintain food safety records and required documentation
- Usage and changeover of chemicals as required
- Recognise and respect consumer right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles

Workplace culture

- Establish positive and productive working relationships within the organisation and externally
- Model and incorporate ODH values and behaviours outlined in ODH's code of conduct into all aspects of work
- Encourage a positive workplace culture supported by respectful and non-discriminatory practices

Occupational Health and Safety

- Ensures work practices are carried out in accordance to the Occupational Health & Safety policies
- Promotes a safe working environment by identifying and reporting hazards.

Infection Control

- Promotes optimal infection control practices, appreciating the importance of Hand Hygiene as the single most important factor in reducing the risk of spreading infection.

Professional Development

- Participates in annual performance review and development program.
- Maintain knowledge required for the performance of the position.

Key Selection Criteria

Selection assessment will be based on demonstrated expertise, performance and other attributes and qualifications relevant to the role.

1. Technical

- Experience of working in a commercial cooking environment, with demonstrated cooking skills and abilities
- Demonstrated experience in Food Safety and the approach to maintain high standards of compliance

2. Organisational

- Ability to prioritise tasks and work efficiently within the daily work plan
- Ability to work independently and initiate work in a creative and flexible manner.
- Excellent time management and high level of attention to detail.

3. Communication

- Ability to communicate effectively with others including consumers and their carers
- Well-developed inter-personal skills to facilitate teamwork and a positive culture within the organisation.
- Demonstrated ability to work with confidential and sensitive information
- Ensure optimal handover of information to support business continuity and positive service outcomes

4. Teamwork

- Demonstrated ability to work well within a team environment.
- Demonstrate commitment to co-operation and a team approach
- Demonstrated experience and the ability to work efficiently with a wide range of individuals to provide efficient and effective service provision.

Essential

- Certificate in Safe Food Handling
- Commercial cooking or similar qualifications

Desirable

- Experience working in health or residential care fields.
- First Aid Certificate

Risk Assessment / Job Analysis

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the organisation.

Aspects of Normal Workplace	Frequency
<u>Work Environment</u> <ul style="list-style-type: none">• Work a fixed roster with the possibility of extended hours.• Work in a team environment and at times independently.	Occasionally Regularly
<u>Work Activity</u> <ul style="list-style-type: none">• Use of technology including computers, photocopiers, telephones, video equipment, white boards, laminating machines, etc	Occasionally
<u>Work relationships</u> <ul style="list-style-type: none">• Work within a team environment• Professional interaction with medical nursing and admin staff• Interact with patients	Continual Regularly Occasionally

Performance Review:

Six months after commencement of employment, then annually thereafter.

I,

Agree to undertake the duties as specified in the position description, and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organization's policies and procedures.

Signature: _____ Date:/...../.....