

POSITION DESCRIPTION

Position:	COOK
Department:	Food and Environmental Services
Reports to:	Food and Environmental Services Manager
Award:	<i>Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025</i>
Classification:	Cooked Employed Alone – GR2

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 Environmental services department provides catering and environmental services across the organisation. Catering services is also provided to community clients via Meals-on-Wheels.

Role

Position Summary

The role leads the timely preparation and delivery of meals to a range of consumers and staff. The role requires a responsible person with a professional attitude, high level of motivation, flexibility and willingness to provide excellent service with minimal supervision.

Key Responsibilities and Duties

Coordinate daily preparation and delivery of meals and catering, ensuring meals are prepared on schedule

- Monitor and direct client services attendant to ensure a coordinated approach
- Plan ahead to identify stock required for the weeks catering menu, monitor kitchen stock and forward stock orders to the Kitchen Supervisor or place orders as appropriate
- Attend to cleaning and sanitising and other maintenance tasks in the kitchen according to the Food Safety Plan
- Maintain food safety records and required documentation as directed by the Food Safety Supervisor
- If necessary, prepare individual meals to specified dietary requirements as directed by nursing staff/dietician
- Coordinate and plan Meals on Wheels allocation and record Staff, Meals on Wheels, day care and PAG monthly meal figures and submit to reception.
- Monitor special orders and catering requests, planning ahead as needed
- Participate in the regular review of menus.
- Store delivered stock appropriately ensuring stock rotation.
- Report changes in client dietary habits to the Food Safety Supervisor.
- Usage and changeover of chemicals as required
- Monitor roster shortfalls in absence of Supervisor and arrange replacements as relevant

Planning and organising

- Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required
- Identifies processes, tasks and resources required to achieve a goal
- Establishes systems and procedures to guide work and track progress
- Recognises barriers and finds effective ways to deal with them
- Has excellent attention to detail

Legislation, Regulations and Standards

- Comply with the requirements of relevant legislation, regulations and standards where they directly impact on the service activity

Privacy, Dignity & Confidentiality

- Recognise and respect consumer right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles concerned with empowering individuals to manage, as far as practicable, the collection, use and dissemination of personal information about themselves.

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 practice and communications
- Encourage a positive workplace culture supported by respectful and non-discriminatory practices

Occupational Health and Safety

- Ensures that work practices are carried out in accordance to the Occupational Health & Safety policies of the organisation.
- 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.
- Complete ODH Mandatory Education Training annually.

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 commercial cooking skills and abilities
- Physical ability to undertake manual handling duties.
- Experience and commitment to quality improvement.
- Understanding the role of policies and procedures within an organisation.

2. Organisational

- Ability to prioritise tasks and work efficiently within the daily work plan
- Ability to work independently and initiate and 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, exhibiting a positive personal contribution to the ODH culture
- Demonstrated experience and the ability to work efficiently with a wide range of individuals to provide efficient and effective service provision.

Other

- Certificate in Safe Food Handling

Desirable

- Commercial cooking qualifications
- Experience working in the 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:/...../.....